

## TARANAKI ELECTRICITY TRUST

### MINUTES OF A MEETING OF TRUSTEES HELD AT 84 RATA STREET, INGLEWOOD ON WEDNESDAY 19 AUGUST 2020 AT 9.20AM.

#### **Present**

Mr Jamieson, (Chairman), and Messrs Bedford, Davey, Erwood, Wood & Hassall, Ms Kay. Mrs Wood.

#### **Apologies**

There were no apologies.

#### **NTSRI**

Chairman Jamieson advised the meeting that Rob Haveswood from the TSB Community Trust, would not be attending the TET meeting. He further advised that Mr Haveswood had met with Gaylene Findlay from NTSRI on Tuesday, 18 August, and was satisfied that TET were due the GST refund from NTSRI.

Ms Kay advised that, as of the previous evening, Daryl Warburton was now the Chairman of the NTSRI, and Howie Tamati was the Deputy Chairman.

#### **September Meeting**

Ms Kay tendered an apology for the September meeting.

#### **Declarations of conflicts of Interest**

Mr Davey – Urenui & Districts Health Group

#### **Minutes**

The minutes of the meeting held on 15 July 2020 were confirmed.

Bedford/Wood

#### **Matters Arising**

There were no matters arising.

#### **Correspondence**

##### **1. TSB Community Trust**

It was agreed to invite Maria Ramsay to the September meeting.

##### **2. Taranaki Air Ambulance Trust**

It was agreed that no visit to the organisation would be made at this time as there was no funding application from the organisation to consider.

### 3. Inglewood Swimming Club

It was resolved to allow the organisation to use the \$2,935.00 of residual funds, from the grant approved on 20 November 2019, towards coaching fees.

Davey/Wood

### 4. RMY Legal – TET Holdings

The document 'Deed of Variation of Security Sharing and Priority Deed' was acknowledged and it was agreed that the TET Chairman and Deputy Chairman would sign it.

Jamieson/Erwood

A schedule of correspondence covering the period 15 July 2020 to 14 August 2020 had been circulated. It was resolved that inwards correspondence be received and outward approved.

Davey/Erwood

### 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 24/07	Ben & Ben The Maintenance Men	Window cleaning	20.00
DC 24/07	Nikko Asset Management	Management fees 30 April - 30 June 2020	3,050.00
DC 24/07	Nova Energy	Electricity charges	68.90
DC 24/07	N Bell	Grant	2,000.00
DC 24/07	Central Taranaki Safe Community Trust	Grant	12,653.50
DC 24/07	Inglewood Rugby League Club	Grant	2,846.25
DC 24/07	Inglewood Swimming Club	Grant	5,160.00
DC 24/07	St John - Stratford	Grant	118,860.58
DC 24/07	St John - Stratford	Grant	48,973.76
DC 24/07	A Stanners	Grant	268.50
DC 24/07	Stratford A & P Assoc	Grant	4,000.00
DC 24/07	Stratford Golf Club	Grant	8,902.09
DC 24/07	Stratford On Stage	Grant	2,869.57
DC 24/07	Stratford Parents Centre	Grant	2,600.00
DC 24/07	Stratford Rugby Club	Grant	832.39
DC 24/07	Taranaki Community Stadium Trust	Grant	6,394.00
DC 24/07	Taranaki Hospice	Grant	1,500.00
DC 24/07	Taranaki Rescue Helicopter Trust	Grant	12,500.00
DC 24/07	Tutaki youth Inc Trust	Grant	50,000.00
DC 24/07	Waitara Alive	Grant	24,998.25
DC 24/07	Waitara District History & Family Research	Grant	600.00
DC 24/07	Waitara Mobility Scooter Agency	Grant	10,000.00
DC 31/07	N Jones	Grant	11,931.00
DC 31/07	Taranaki Community Stadium Trust	Grant	18,682.67
DC 31/07	Taranaki Community Stadium Trust	Grant	12,963.37
DC 07/08	Ben & Ben The Maintenance Men	Window cleaning	20.00
DC 07/08	Computer Wise	McAfee security monitoring - July 2020	8.63
		Custody fee & recovery of BNP - July 2020	
DC 07/08	Corporate Trustee Services		861.65
DC 07/08	NPDC	Rates & water charges	602.56
DC 07/08	Smokeylemon	Making editable PDF	488.75
DC 07/08	Inglewood High School	Grant	12,300.00
DC 07/08	North Taranaki Community House Trust	Grant	2,860.00
DC 07/08	Percy Thomson Trust	Grant	1,250.00
DC 07/08	Rotokare Scenic Reserve Trust	Grant	13,500.00

DC 07/08	St Andrews Church Inglewood	Grant	325.00
DC 07/08	Stratford District Citizens & Services Club	Grant	7,513.24
DC 07/08	Stratford District Citizens & Services Club	Grant	4,371.69
DC 07/08	Taranaki Garden Trust	Grant	10,000.00
DC 07/08	B Van den Beuken	Grant	135.12
DC 07/08	Waitara Railway Preservation Soc Inc	Grant	324.19
DC 12/08	Clifton Rowing Club	Grant	14,075.05
DC 12/08	Inglewood Kindergarten	Grant	1,095.85
DC 12/08	Stratford Amateur Swimming Club	Grant	1,822.94
DC 12/08	Swimming Taranaki	Grant	3,013.05

The following accounts were approved for payment –

Duncan Dovico - \$3,318.29 – reimburse TET boardroom equipment, subject to completion of the webcam installation

Marsh Limited - \$7,825.75 – Trustees liability insurance

Davey/Bedford

Mr John Crow from Ngati Rahiri Hapu Management Committee attended the meeting at 9.40am.

### **TET Tertiary Scholarship 2020**

The draft of the brochure, poster and terms and conditions had previously been circulated to the Trustees.

The following changes were agreed –

Name of the scholarship to be changed to ‘TET Tertiary and Trade Scholarship 2020’

Opening date changed to 24 August 2020

Closing date changed to 3pm, 14 October 2020

The wording on the second page, middle section, last condition, last paragraph, to be changed from, ‘..... however the applicant must be a student attending school at the time that the application is submitted’, to ‘..... however the applicant must be a student or recent school leaver at the time that the application is submitted’.

Terms and conditions to be changed to reflect the above.

Erwood/Wood

Mr Wood tabled two discussion papers for additional scholarships. It was agreed to put the item on the September agenda.

### **Age Care Central**

Chairman Jamieson moved, seconded by Mr Davey, that Mr Erwood become the TET representative on Age Care Central.

Jamieson/Davey

Mr Daryl Warburton attended the meeting at 9.50am, representing NTSRI.

Mr Bedford asked for the indulgence of the Trustees to amend the order of the Agenda to discuss the Ngati Rahiri Hapu Management Committee application.

During discussions, Chairman Jamieson sought clarification from Mr John Crow regarding the outcome of their funding applications to other funders as listed on the application. Mr Crow

confirmed that the organisation had not received any notifications of the outcome of any applications and therefore the applications were still pending. He further advised, that if the applications in question were declined, the organisation would continue to submit applications to other funders.

Chairman Jamieson moved, seconded by Mr Erwood, to defer the application.

It was agreed that, should any funding be approved, the contingency component would not be funded and that the grant may be subject to the organisation being able to source the additional funding to allow the project to proceed.

Questions remained around the quotes provided. In addition to how old some of the quotes were, they did not align with the amount requested by the organisation on the TET funding application. In addition, the cost budgeted for the project manager seemed to be extremely high in relation to the cost of the overall project.

It was agreed a letter would be sent to the organisation outlining the information TET required in order to consider the application further.

Mr Crow left the meeting at 10.05am

#### **NTSRI**

Gaylene Findlay, Howie Tamati, Deb Tawa, Gina Blackburn and Donna Eriwata attended the meeting at 10.05am.

Mr Tamati said a karakia.

Ms Findlay circulated a document to the Trustees pertaining to the Clifton Park Project. The document outlined the approved funding and subsequent payments which the TET and TSB Community Trust had made to the organisation. Ms Findlay advised that in addition to being on the board of the NTSRI she was also an accountant with BDO, who were the accountants for the NTRSI, although the NTSRI accounts were not prepared by her.

Discussions centered on the fact that during the process of the Clifton Park Project redevelopment, NTSRI had registered for GST. TET were not advised of this, and the NTSRI continued to submit claims including GST which were then paid by the TET. This resulted in an overpayment to the NTSRI in the amount of \$229,027.30 as TET reimburse the net amount, exclusive of GST, on any invoices submitted for reimbursement by organisation's who are registered for GST. The NTSRI acknowledged this was the case and agreed to reimburse the TET in the amount of \$229,027.30, pending TET's approval of the numbers.

Mr Bedford asked if there would be any operational and/or financial challenges for the organisation in the next 12 months. Ms Findlay confirmed there would be no challenges or pressures to operate, although Mrs Tawa added that there were capital expenditure requirements which would need to be looked at and which may require funding applications.

Chairman Jamieson confirmed that any funding applications would be considered on their merits, although the TET no longer approved multiple years funding.

Ms Kay made reference to the recent NTSRI AGM and noted that the organisation could improve the rigour around their Trusteeship and there were services, such as The Bishop's Action Foundation, which could be utilised to this end.

Ms Findlay requested that the TET sign off the recently submitted Financial Statements which the NTSRI had circulated, as requested by the auditors, and to put this in writing to the NTSRI.

Mr Tamati ended by confirming that Daryl Warburton was the new Chairman of the NTSRI and thanked the TET for the support in the past and for the continued relationship which would ensue. Mr Warburton echoed the sentiments.

The NTSRI members left the meeting at 10.45am.

It was agreed that once the GST component had been refunded to the TET, a letter would be forwarded to NTSRI, signing off the Financial Statements submitted.

## Grants

### 1. TET Athletics Taranaki

The application was deferred.

It was agreed to invite Karen Gillum Green to the September meeting.

Kay/Erwood

### 2. Pregnancy Help Inc

Ms Kay declared an interest and left the room while discussions took place.

\$12,000.00 towards operating expenses.

Wood/Jamieson

### 3. George Gallop

The application was declined.

Kay/Jamieson

### 4. Sam Williams

\$2,000.00 towards apprenticeship costs - tools, **subject to confirmation that the applicant is a recent school leaver.**

Kay/Davey

### 5. The Bishop's Action Foundation

\$40,000.00 for capacity building & support to the community in the TET area, **on the proviso that the organisation seek prior approval from the TET for those organisations who will receive the funding.**

Wood/Jamieson

### 6. Heritage Taranaki

\$3,450.00 towards the Powhiri at Owae Marae, during the heritage month of October 2020.

Bedford/Davey

## **7. Outward Bound Trust of NZ**

The application was declined, noting individuals who reside in the TET area can apply for funding to attend.

Wood/Davey

## **8. Urenui & Districts Health Group**

Mr Davey had previously declared an interest and left the room while discussions took place.

Ms Kay advised that the view of the TDHB was that there was no conflict of interest with the role Ms Kay undertook for the TDHB and the organisation seeking funding.

It was agreed to accept the late correspondence from the organisation outlining changes in the funding request.

\$33,000.00, being \$20,000.00 towards the renovation of the clinic rooms, to be paid on invoice, and a further \$13,000.00 towards operation expenses, to be paid quarterly.

Bedford/Kay

## **9. Parkinson's NZ**

It was moved by Mr Wood, seconded by Mr Jamieson to decline the application.

The merits of national bodies having to lodge funding applications on behalf of the relevant local group and then administer the payments of services and subsequent claims to funders of the expenditure, should an application be successful, was discussed.

The motion was then put to the meeting and passed with the Chairman exercising his casting vote.

Wood/Jamieson

It was agreed Ms Kay could work with the organisation if they chose to re-apply through a local entity.

## **TET Grants Budget vs Actual**

Mr Hassall had previously circulated the report 'Grants Approved YE 30/06/21 (as at 31/07/20)'. He spoke to the report. Mr Hassall also spoke to the previously circulated quarterly financial statements to 30 June 2020.

## **General Business**

### **SIPO**

The updated draft SIPO from Mr Chamberlain had previously been circulated to the Trustees. This included the 'tracked' and 'clean' version. It was resolved to adopt the 'clean' version.

Jamieson/Wood

## **Next meeting**

It was agreed to hold the next meeting on Wednesday, 16 September 2020 at 9.30am at 84 Rata Street, Inglewood.

The meeting closed at 11.40am.

16/9/2020

**Confirmed**

A handwritten signature in black ink, appearing to read 'A. James', written in a cursive style.

**Chairman**