

## TARANAKI ELECTRICITY TRUST

### MINUTES OF A MEETING OF TRUSTEES HELD AT 84 RATA STREET, INGLEWOOD ON WEDNESDAY 18 NOVEMBER 2020 AT 9.15 AM

#### **Present**

Mr Jamieson, (Chairman), Messrs Bedford, Davey, Erwood, Wood & Hassall. Ms Kay. Mrs Wood. Two members from the Stratford Press.

Chairman Jamieson welcomed everybody to the meeting.

#### **Apologies**

There were no apologies

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

Chairman Jamieson – SDC

Mr Erwood – SDC, Stratford Rugby Club, Tutaki Youth Inc

Mr Wood – SDC

#### **AGM Minutes**

The minutes of the AGM held on 21 October 2020 were confirmed subject to the following change –  
The inclusion of Mr Erwood being present.

Davey/Wood

#### **Matters Arising**

There were no matters arising.

#### **Minutes**

The minutes of the meeting held on 21 October 2020 were confirmed subject to the following change –  
The inclusion of Mr Erwood being present.

Davey/Erwood

#### **Matters Arising**

##### **Audit Management Report**

Mr Hassall noted two items outlined in the audit management report. Firstly, related party disclosure, noting that John Middleton from RMY Legal was due to attend the meeting at 9.45am to discuss. Secondly, depreciation on the TET building which Mr Hassall confirmed had not been shown to date in the TET financial statements. Bakertilly Staples Rodway were suggesting TET change the way it was dealt with in light of the recent IRD rule change. Mr Hassall further advised that there was no need to make a decision at this point in time and he would like to see how other non-profit organisations are dealing with it. Effectively it would mean no tax advantage as the TET is a charitable Trust but it would end up with a slightly smaller profit.

Mr Bedford referred to the section on recoverability of advances and questioned if the Trust had provided the auditors with assurance that the loans would be recoverable. Mr Hassall confirmed he had provided a verbal indication.

Mr Bedford asked Mr Hassall if he could provide a report outlining the comparison between what was expected to be paid on interest and principal loan payments and what had actually been paid on interest and loan payments.

Colleen Tuuta and Peter Luoni attended the meeting at 9.30am.

## **Philanthropy NZ**

Mr Hassall advised the cost for TET to join Philanthropy NZ would be \$5,500.00 + GST/annum. It was agreed not to progress with membership.

## **Correspondence**

### **1. Inglewood Rugby Club**

It was resolved to allow the organisation to retain the expected reimbursement in the amount of \$800.00 from unused power charges due to the COVID-19 shutdown, subject to the organisation advising TET what they will use the funds for.

Davey/Wood

A schedule of correspondence covering the period 21 October to 13 November had been circulated. It was resolved that inwards correspondence be received and outward approved.

Bedford/Erwood

## **Accounts**

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

DC 30/10	Corporate Trustee Services	Custody fee & recovery of BNP - September 2020	785.75
DC 30/10	Embark Solutions	Review of transactions	38.99
DC 30/10	Nova Energy	Electricity charges	65.78
DC 30/10	Speedy Signs	Additions to signage at TET Stadium Inglewood	224.25
DC 30/10	Westwood Kitchens	R & M	199.72
DC 30/10	Central Taranaki Safe Community Trust	Grant	14,532.25
DC 30/10	Egmont Rod & Custom Club	Grant	9,628.62
DC 30/10	Manukorihi Pa Trustees	Grant	20,000.00
DC 30/10	Stratford Business Assoc	Grant	24,750.00
DC 30/10	Stratford Herb Society	Grant	250.00
DC 30/10	Taranaki Masters Games	Grant	30,000.00
DC 30/10	Waitara Alive	Grant	7,862.31
DC 30/10	Waitara Alive	Grant	8,270.67
DC 30/10	Waitara East School	Grant	16,875.00
DC 30/10	S Williams	Grant	2,000.00
DC 06/11	Clifton Rowing Club	Grant	3,826.95
DC 06/11	Alyssa McCarty	Grant	2,000.00
DC 06/11	North Taranaki Community House Trust	Grant	2,860.00
DC 06/11	Percy Thompson Trust	Grant	1,250.00

DC 06/11	Rotokare Scenic Reserve Trust	Grant	13,500.00
DC 06/11	St Andrew Church Inglewood	Grant	325.00
DC 06/11	Taranaki Community Stadium Trust	Grant	19,110.43
DC 11/11	Bill & Ben The Maintenance Men	Window cleaning	20.00
DC 11/11	Computer Wise	McAfee security monitoring	8.63
DC 11/11	Embark Solutions	Hosting & licence fee	171.93
DC 11/11	NPDC	Rates	585.30
DC 11/11	Smokeylemon	Annual hosting fee & upload document to website	776.25
DC 11/11	Stuff Ltd	AGM notice	184.06
DC 11/11	Swazi Apparel Ltd	Trustee jackets	425.98
DC 13/11	Inglewood Community Mini Putt Trust	Draw down on loan	58,136.31

The following accounts were approved for payment-  
Waimarie Central Taranaki Ltd – R & M to ceiling tiles \$552.00  
Embark Solutions – Update ledger transactions \$350.88  
Bakertilly Staples Rodway – Audit TET Financial Statements Yr ended 30 June 2020 \$6,894.25  
RMY Legal – Professional Services \$158.75

Davey/Jamieson

### **TET Financial Statements to 30 September 2020**

The report ‘TET Financial Statements to 30 September 2020’ had previously been circulated. Mr Hassall gave an overview of the report, noting that there was a \$1.7M gain in investments for the quarter and the net equity was just under \$97M.

### **TET Grants Budget for the year – Budget vs Actual**

The report ‘Grants Approved Y/E 30/6/21 (as at 31/10/20)’ had previously been circulated. Mr Hassall gave an overview of the report. Mr Bedford queried the reduction in grants approved to the Waitara area between the last two reports and Mr Hassall confirmed it was due to the write back of the GST from the NTSRI. It was agreed to show this on a separate line on the report going forward.

The two reports were accepted.

Davey/Wood

### **Post-Secondary School Tertiary Scholarship**

Mr Wood had undertaken further research into the possibility of offering a post-secondary school scholarship and noted some possible limitations. It was agreed to put the item on the February 2021 agenda.

### **Replacement of TET Trustee mid-term**

Mr Erwood’s discussion paper was tabled at the meeting. It was agreed to place the item on the December agenda.

### **2020 TET Tertiary Scholarship Grants**

The schedule of applications, together with Ms Kay’s comments and Mr Erwood’s comment were tabled at the meeting to those Trustees who were not conveners.

Discussions on the TET Tertiary Scholarship Grants were adjourned to allow Mr John Middleton to attend the meeting at 9.50am.

### **RMY Legal**

Mr Middleton attended the meeting at 9.50am and spoke about actual and perceived conflicts. Mr Middleton was of the view that a related party register, as spoken about by Bakertilly Staples Rodway, would be circulated following a TET election and in addition to that, reviewed and updated annually to ensure it remained current. Although this allowed for conflicts of interest to be known about in advance there would always be times when a conflict could arise 'on the spot' as a result of discussions held at a meeting.

Mr Middleton referred to 16.1 and 16.2 of the TET Trust Deed which covered a Trustee having either directly or indirectly a material interest. In that circumstance the Trustee shall disclose the nature of their interest at a meeting and that shall be recorded in the minutes. Any Trustee having disclosed the interest shall still be counted in the quorum at a meeting, however they shall not vote in respect of the matter in which the Trustee is interested.

Mr Middleton advised that the TET Trust Deed did not say that, after disclosing an interest, the Trustee had to leave the room while discussions took place. Therefore a Trustee could speak to an application, having disclosed an interest, but refrain from voting. The current practice is, following a verbal agreement by the Trustees, that any Trustee who declared an interest would leave the room while discussions took place and that they would not speak to the application in question.

Mr Neil Volzke, Sven Hanne and Kate Whareaitu attended the meeting at 9.55am.

Mr Middleton confirmed there was no legal requirement to publish a related party register on the TET website. However, for transparency this was a good idea.

Mr Middleton gave the following rulings on specific examples put forward by the Trustees –  
Third party applies to TET for hall rent from an organisation which a Trustee is a member of – no conflict.

Trustee employed in the NZ police force considering an application lodged by a police led organisation – no conflict.

Trustees who are councilors' of Stratford District Council or New Plymouth District Council considering an application lodged by a council – no conflict.

Family member works for Secretary contracted to provide secretarial and administration support to TET – no conflict.

Mr Middleton advised that 16.3 of the TET Trust Deed covered questions arising as to the materiality of a Trustee's interest. If a Trustee declares an interest and the remaining Trustees agree that there is no need for the Trustee to leave the room, it is ultimately up to the Trustee declaring the interest as to whether or not he/she does leave the room. Alternatively, where a Trustee does not declare an interest and is challenged as to his materiality and/or entitlement to vote which cannot be resolved through discussion, and by the Trustee voluntarily agreeing to abstain from voting, the TET Chairperson shall provide a ruling.

Mr Middleton advised to err on the side of transparency wherever possible. Mr Middleton left the meeting at 10.20am.

## 2020 TET Tertiary Scholarship Grants continued

It was resolved to accept the convener's recommendations – 36 approved @ \$2,000.00, total \$72,000.00. And 1 declined, due to the applicant not residing in the TET area.

Kay/Erwood

In light of the attendance of the Stratford Mayor and two SDC representatives, Mr Wood asked for the indulgence of the Trustees to change the order of the agenda and moved that the Stratford District Council application be considered first. Mr Jamieson seconded the motion.

The motion was put to the meeting and lost by majority.

## Grants

### 1. Rotary 100 Sign Trust

\$110,316.00 being \$89,976.00 to supply and install a new roof, \$6,340.00 for plumbing and a further \$14,000.00 for architect fees.

Davey/Kay

### 2. Tutaki Youth Inc Trust

Mr Erwood had previously declared an interest and left the room while discussions took place. Mr Jamieson moved, seconded by Mr Wood, \$200,000.00 towards the Tutaki facility and social service delivery.

Mr Bedford moved an amendment, seconded by Ms Kay, \$150,000.00 towards the Tutaki facility and social service delivery, with a right to submit another application in the amount of \$50,000.00 within the 12 month period if the organisation is affected by COVID-19 at level 2 restrictions.

The amendment was put to the meeting and carried by majority.

Bedford/Kay

Mr Erwood returned to the room.

### 3. Stratford District Theatre Trust

\$180,000.00 for items 1 – 4 on the original application, **subject to the following – That in 12 months' time, and before any further funding applications are submitted, the organisation provides a business plan for the following 5 years.**

Jamieson/Erwood

### 4. Stratford Rugby Club

Mr Erwood had previously declared an interest and left the room while discussions took place. The application was deferred.

Organisation to be sent a letter asking for the costs to be split out as follows –

1. Upgrade of the showers and changing rooms
2. Expansion of the memorabilia room

Wood/Jamieson

Mr Erwood returned to the room momentarily.

## **5. Stratford District Council**

Chairman Jamieson, Mr Erwood and Mr Wood had previously declared an interest and left the room while discussions took place.

Mr Davey took the chair.

Mr Bedford moved, seconded by Ms Kay, \$500,000.00 towards the pool project with the funds coming from the special project reserve fund.

Bedford/Kay

Mr Hassall confirmed there was \$1.1M in the special project reserve fund.

Mr Bedford asked through the Chairman if he could ask Mr Volzke a question. Mr Volzke turned the question of when the pool would be finished over to Mr Sven Hanne. Mr Hanne replied early to mid-2022, likely to be September.

Mr Bedford further moved that, at 30 June 2021 the SDC could submit a further application for up to \$500,000.00 should there be any surplus between the TET grants budget and TET grants approved for the current financial year. This could be done in conjunction with the SDC submitting a funding application in the \$100,000.00 and over 2021 round.

Bedford/Davey

Mr Davey invited Mr Volzke to speak. Mr Volzke thanked the Trustees for their consideration of the application and spoke to design limitations with respect to a separate hydrotherapy pool if the total cost of the pool was not raised and further explained that every \$120,000.00 borrowed by the SDC resulted in a 0.4% rate rise to the Stratford rate payers. He further explained that the SDC do not have an investment arm, like other councils, to receive income from, as the public had voted to have a Charitable Trust independent of councils.

The question of naming rights was discussed. Mr Hanne confirmed that there would be no discussions with the TSB Community Trust until February 2021. Mr Hanne indicated that the current thinking was that a contribution of between \$400,000.00 - \$500,000.00 with a time defined, such as for example 3 years, could secure naming rights. It was agreed that the dialogue between the SDC and TET should remain open but that the SDC should explore possibilities which may result in another party securing the naming rights.

Chairman Jamieson, Mr Erwood and Mr Wood returned to the meeting. Mr Jamieson chaired the remainder of the meeting.

Mr Volzke, Mr Hanne, Ms Whareaitu and the two members of the Stratford Press left the meeting at 11.05am.

In light of the attendance of Colleen Tuuta and Peter Luoni from Nga Pekanga Catholic Maori Soc, Mr Bedford asked for the indulgence of the Trustees to change the order of the agenda to consider their application first. The request was declined by the Chairman to keep consistency with the previous motion.

## **6. Waitara Alive**

The application was deferred.

It was agreed to meet with the organisation. Suggested date of Wednesday 25<sup>th</sup> November at 4.00pm.

Kay/Bedford

**7. Koru Kindergarten**

\$6,797.00 for playground repairs and upgrade – remove direct hill, fix retaining wall, regrade area and fix height of fence.

Erwood/Wood

**8. Inglewood High School**

The application was deferred.

Davey/Jamieson

**9. Uruti Community Centre**

The application was deferred.

Letter to be sent requesting updated financial statements.

Davey/Wood

**10. New Council of Victim Support Groups Inc**

The application was declined.

Davey/Wood

**11. TET Community Assistance Project**

\$22,170.00 to purchase 6 mobility scooters.

Davey/Jamieson

**12. Stratford Companion Animal Assistance Trust**

The application was deferred.

Wood/Erwood

**13. Nga Pekanga Catholic Maori Soc**

Mr Hassall noted that the 2008 rules stated the society had to audit their accounts. Mr Luoni confirmed the rules were currently being updated and that the accounts had not being audited. However, Mr Luoni had prepared the accounts as a Chartered Accountant.

Mrs Tuuta explained why only one quote had been supplied.

\$99,500.00 for R&M to 3 kaumatua flats at 2A Bayley Street, Waitara.

Kay/Davey

Colleen Tuuta and Peter Luoni left the meeting at 11.30am.

**14. Waitara Surfcasting & Angling**

The application was deferred.

Letter to be sent requesting a quote from Magnum Sports for the prizes, and a second quote for the toilet and marquee.

Bedford/Kay

**15. Taranaki Country Music**

\$1,700.00 for 1. 9 adults to attend a first aid course and 2. Waitara Memorial Hall hire.

Davey/Kay

**16. Stratford Community Dinner**

\$1,000.00 to provide a free Xmas dinner for 100 people.

Mr Hassall noted the rules of the organisation were delinquent. This will be raised with the organisation.

Erwood/Wood

**17. Eltham Business & Professional Assn**

The application was deferred.  
Letter to be sent requesting the following –  
A second quote for the cameras  
The rationale for the number of cameras required  
To provide evidence of offending  
Who owns the storage server and where is it placed

Kay/Bedford

**18. Waitara Lions Club Charitable Trust**

The application was deferred.  
Letter to be sent requesting second quotes for the upgrade of the Lions Club hall and the review report for the Financial Statements.

Erwood/Bedford

**19. St Andrews Presbyterian Church - Stratford**

\$6,000.00 towards updating the church sound system.

Wood/Davey

**20. Zeal Education Trust – Taranaki**

The application was declined.

Kay/Bedford

**21. Republic of Whangamomona**

\$8,000.00 for running costs to host 2021 Whangamomona Republic Day, to be held 23 January 2021.

Jamieson/Bedford

**22. Taranaki Kart Club Inc**

The application was declined.

Bedford/Davey

**23. Stratford Amateur Swimming Club**

Mr Wood moved, seconded by Mr Jamieson \$19,200.00 for the Flyers Summer Camp to be held in January 2021.

Ms Kay moved an amendment, seconded by Mr Erwood, \$17,500.00 for the Flyers Summer Camp to be held in January 2021.

The amendment was put to the meeting and carried.

Kay/Erwood

**24. Waitara Kayak Club**

\$3,599.00 to purchase a marquee.

Bedford/Kay

**General Business**

**TET Xmas Dinner**

It was agreed to hold the Xmas dinner at the Midhurst Pub on a Sunday night. Office Administrator to arrange and circulate details



**TET Office**

Mr Erwood suggested getting some type of door buzzer for the TET Office. Mr Hassall to source something suitable.

**Waitara Brecky Meeting**

Mr Bedford advised that the three Ward A Trustees had been invited to give a presentation at the upcoming Breakfast meeting. Invitations had been sent to all Trustees.

It was agreed to hold the next meeting on Wednesday 09 December 2020 at 9.15am at 84 Rata Street, Inglewood.

The meeting closed at 12.05pm.

9/12/2020

**Confirmed**

*A. James*

**Chairman**