

PERCY THOMSON TRUST

- Percy Thomson Gallery • Percy Thomson Herbarium
 - Percy Thomson Arboretum
-



12 May 2025

NOTICE OF MEETING

Notice is hereby given that the Ordinary meeting of the Percy Thomson Trust will be held at the Percy Thomson Gallery, Miranda Street, Stratford on Thursday 15 May at 3pm.

Yours faithfully

E Hall

CHAIRPERSON

PERCY THOMSON TRUST

- Percy Thomson Gallery • Percy Thomson Herbarium
- Percy Thomson Arboretum



ORDINARY MEETING

Date: Thursday 15 May 2025 at 3pm

Venue: Percy Thomson Gallery, 56 Miranda Street, Stratford

Agenda Topic

Notice of Meeting

Agenda

Opening Karakia

1. Announcements
2. Apologies
3. Declarations of Interest
4. Confirmation of Minutes
5. Matters Outstanding
6. Correspondence
 - 6.1. Inwards:
 - 6.1.1. Bush Road Property Investments – Voting results
 - 6.1.2. Bush Road Property Investments – Voting results
 - 6.1.3. Centuria NZ – Secondary sales opportunities
 - 6.1.4. Todd Park Investments Ltd
 - 6.1.5. Stratford District Council – Jufferman’s maintenance matters
 - 6.1.6. Baker Tilly – Sharepoint and additional emails
 - 6.1.7. Stratford District Council – HVAC System
 - 6.1.8. Mark Garner – HVAC System

Percy Thomson Trust
56 Miranda Street
Stratford
Phone 06 765 0917
www.percythomsongallery.org.nz

PERCY THOMSON TRUST

- Percy Thomson Gallery • Percy Thomson Herbarium
- Percy Thomson Arboretum



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- 6.1.9. Stratford District Council – Process for paying invoices
 - 6.1.10. Baker Tilly – Financial services
 - 6.2. Outwards:
 - 6.2.1. Stratford District Council – Statement of Intent Cover Letter
 - 6.2.2. Bruce Ellis – Investments and divestment plan
 - 7. Chairperson’s Report
 - 8. Gallery Director’s Report
 - 9. Arboretum and Herbarium Report
 - 10. Asset Report
 - 11. Financial Statements
 - 12. Investment Performance
 - 13. Governance Workplan
 - 13.1. IT Policies – to be considered at July meeting
 - 13.2. Health and Safety Policy
 - 13.3. Volunteer Policy – Arboretum
 - 13.4. Future Options Report
 - 13.4.1. Operations Officer Job Description
 - 13.5. Financial Management Strategy
 - 13.6. Draft Annual Budget 2025-2026
 - 14. Risk Management
 - 15. Health and Safety
 - 16. Items to come out of public excluded
 - 17. Next Meeting
- Closing Karakia

PERCY THOMSON TRUST

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-



Karakia

Kia uruuru mai
Ā hauora
Ā haukaha
Ā haumāia
Ki runga, Ki raro
Ki roto, Ki waho
Rire rire hau Paimārire

I draw in (to my being)
The reviving essence
The strengthening essence
The essence of courage
Above, Below
Within, Around
Let there be peace

MINUTES

PERCY THOMSON TRUST

- Percy Thomson Gallery
- Percy Thomson Herbarium
- Percy Thomson Arboretum



Minutes of the Percy Thomson Trust Ordinary Meeting

Date: Thursday 17 April 2025 at 3pm

Venue: Committee Room, Stratford District Council

Present

Chairperson Councillor Ellen Hall, Trustees - Deborah Clough, Helen Cloke (*part meeting*), Councillor Annette Dudley, and Mary Bourke.

In attendance

The HR and Governance Administrator – Carissa Reynolds (*part meeting*), the Gallery Director – Catherine Rhodes (*part meeting*)

Opening Karakia

The opening Karakia was read.

1. Announcements

Miss Bourke requested that Item 13 be moved to be discussed after item 4 due to the attendance of Ms Rhodes. This was approved.

2. Apologies

An apology for Mr Robinson was received and an apology for leaving early from Mrs Cloke.

Recommendation

THAT the apologies be received.

DUDLEY/BOURKE
Carried

3. Declaration of Interest

Trustees were asked to declare any real or perceived conflicts of interest relating to items on this agenda. There were no conflicts declared.

4. Gallery Director's Report

The Gallery report is attached.

Recommendation

THAT the Gallery Director's report be received.

HALL/DUDLEY
Carried

The Gallery Director noted the following points:

- She had picked up drinking glasses from Five Star Liquor to use at the exhibition opening and they were filthy. She questioned if she could purchase some glasses for the Gallery for events. It was discussed that it would be appropriate to look into the cost and if the quote is reasonable the Chair would be able to approve the purchase.

THAT the Gallery Director obtain quotes for new drinking glasses for Percy Thomson Gallery, and the delegation to approve the purchase be given to the Chairperson.

BOURKE/CLOKE
Carried

Points noted in discussion:

- The Chair noted that since the publication of the report the Chair and Ms Rhodes have held a meeting and discussed the workload for the Gallery Director, and timeframes around the end of the fixed term staff member. Another meeting will be held next week to see what the plan for going forward looks like.
- Mrs Clough questioned if there are any plans to look for funding for exhibitions. The Chair noted this had not yet been discussed, and needs to be looked at by the Trust, as the Gallery Director does not currently have capacity.

13. Governance Workplan

13.1 Governance Workplan

The Governance Workplan was attached.

The Chair noted the following points:

- Herself and Miss Bourke have continued to work on the workplan regarding timeframes and balancing requirements.

13.2 Volunteer Policy

The *Draft* Volunteer Policy was attached

The Chair noted the following points:

- This is the policy provided by Council. Mrs Cloke has updated the formatting personalising it to Percy Thomson.

Mrs Cloke noted the following points:

- She has been working with Council's Health and Safety Advisor and has discussed Health and Safety as a whole for the trust, which has come with the recommendation of separate plans and Volunteer Policies for the Galley and the Arboretum as they are quite different.
- The arboretum Volunteer Policy has been updated, however the Trust still need to work through one for the Gallery.

Points noted in discussion:

- It was discussed whether Police Vetting was required to be included in the Policy. It was decided it would be kept in for any situation when it may be required.
- The Chair noted the values in the Policy need to be tidied up and questioned if everyone is happy for the Trust's values to be included here. There was no objection.
- The Chair noted she will complete the Volunteer Policy for the Gallery and seek the Gallery Director's feedback.
- Miss Bourke noted she would like section 4.4 removed, this was agreed. Mrs Cloke advised she had already removed this from the updated version.
- Miss Bourke noted she would like to move a motion that the Trust endorse the general principles in the material received, and the task is delegated to fine tune the documents to The Chair and Mrs Cloke in consultation with the Gallery Director.

13.3 IT Policy

The Stratford District Council IT Policy was attached.

13.4 Information and Records Management Policy

The Stratford District Council Information and Records Management Policy was attached.

The Chair noted the following points:

- 13.3 and 13.4 were included in the agenda as a conversation starting point, not to adopt today.

- Miss Bourke noted she thought the IT Policy was light on social media. Mrs Reynolds advised there is a separate internal policy Council has for Social Media usage. The Chair advised she will follow up on this.
- Herself and Councillor Dudley will work on these policies together.

Recommendation

1. THAT the Final Governance Workplan be adopted.
2. THAT the Volunteer Policy be adopted.

/
Moved/Seconded

7. Correspondence

7.1 Inwards

- 7.1.1 AHI Carrier NZ Site Report
- 7.1.2 Catherine Rhodes re PTT humidity and moisture issues
- 7.1.3 Bush Road Property Investments Limited – Management Fees
- 7.1.4 Todd Park Investments Limited – Management Fees
- 7.1.5 Secondary Sales Opportunities – Centuria NZ
- 7.1.6 Todd Park Investments Limited – Quarterly Minutes
- 7.1.7 Neil Cooper re Internal gutter issues
- 7.1.8 Rubeana Reader re Air Conditioning

7.2 Outwards

Points noted in discussion:

- Mrs Rhodes noted there appears to be an issue with climate control in the gallery during winter with condensation and pooling on the floor etc. She noted she had been warned it may happen again as the climate control does not adapt well to what is happening outside. She also has the understanding that suggestions have been brought forward but not implemented. The Chair noted last year two contractors were brought in to give recommendations, and it was not clear which advice to take. It was noted that Mr Clarkson also went up on the roof with a contractor and it was identified the units were not running well. The Chair will get a summary of the units, and what can be done going forward. She will request both suppliers for recommendations for a way forward. It was discussed that it may be beneficial to get a third opinion. It was noted that the Council should be managing this process as per the direction of the Trust.

Mrs Rhodes left the meeting at 3.38pm.

10. Arboretum and Herbarium Report

The Arboretum report will be presented

Recommendation

THAT the Arboretum and Herbarium report be received.

CLOKE/HALL
Carried

Mrs Cloke noted the following points:

- The working bee was successful with 4 Trustees and 4 members of the public in attendance. There were 2 others who were interested but could not make it on the day.

- The volunteers who turned up are very high calibre.
- She had met with Council's Health and Safety Advisor regarding health and safety regulations for the working bee.
- Mrs Clough questioned if Mrs Cloke is going to be in charge of the volunteers. She noted she can get everyone signed up and keep hold of the register, but will need assistance from others to lead the volunteers at working bees.
- There was a wasp nest discovered during the working bee. Mr Clarkson has advised he is qualified to remove this, and is happy to do so.
- The content on Council's website regarding the Trust is outdated, and Mrs Cloke questioned if Miss Bourke would write something for the website. Miss Bourke agreed to this.

Points noted in discussion:

- Miss Bourke noted the Taranaki Regional Council website on the herbarium is hard to access and is outdated. It was discussed that the website is unable to be updated as no one is sure who controls it, this is the reason Mr Ellis joined the Plant conservation network.

5. Confirmation of Minutes

4.1 Meeting – Thursday 20 March 2025

The minutes of the Ordinary Meeting are attached.

Recommendation

THAT the minutes of the Percy Thomson Trust Ordinary Meeting held on Thursday 20 March 2025 be confirmed as a true and accurate record.

HALL/DUDLEY
Carried

The HR & Governance Administrator undertook to make the following amendments:

- Mrs Cloke requested Brice be updated to Bruce in section 12.3

6. Matters Outstanding

The Matters outstanding are attached.

Points noted in discussion:

- "What the Trust wants to see in the Gallery Directors report" can be removed.
- "Find out the minimum financial requirements for auditors to be provided to Council" The Chair has asked the Chief Executive for this information, he has replied and the conversation is ongoing.
- "Removal of trees outside the back of the Gallery" to be removed.
- "Review of the Gallery fees" – The Chair noted initial decision is to make sure everything is consistent to include GST.

Mrs Cloke left the meeting at 3.55pm.

7. Correspondence *Continued*

7.1 Inwards

- 7.1.1 AHI Carrier NZ Site Report
- 7.1.2 Catherine Rhodes re PTT humidity and moisture issues
- 7.1.3 Bush Road Property Investments Limited – Management Fees
- 7.1.4 Todd Park Investments Limited – Management Fees
- 7.1.5 Secondary Sales Opportunities – Centuria NZ
- 7.1.6 Todd Park Investments Limited – Quarterly Minutes
- 7.1.7 Neil Cooper re Internal gutter issues
- 7.1.8 Rubeana Reader re Air Conditioning

7.2 Outwards

Recommendation

THAT the inwards correspondence be received.

DUDLEY/BOURKE
Carried

Points noted in discussion:

- The Chair noted she would speak to the investment correspondence later.
- The Chair advised she had not heard anything further regarding the internal guttering. She will follow this up with Mr Cooper. This is to be added to Matters Outstanding.
- The Chair advised the air conditioning was looked at as part of planned maintenance, she has asked the Property and Projects Manager if the air conditioners of the leased spaces should be included in the quarterly maintenance contract. She noted she will follow up on this and bring back a recommendation. This is to be added to matters outstanding.

11. Asset Report

There was no update.

12. Chairperson's Report

9.1 Chairperson's Report

The Chairperson's report is attached.

9.2 Chairperson's Public Excluded Report

The Chairperson's Public Excluded report is attached.

Recommendation

THAT the Chairperson's reports be received.

/
Moved/Seconded

The Chair noted the following:

- She had a meeting with Mr Ellis regarding investments. This follows on from the last Trust meeting where the Chair and Mr Ellis were delegated to look at what a divestment plan would look like. The first point is working around the logistics of an email address for the Chair to be emailed to. Mr Ellis is going to work on something to send to investors.
- It appears the Trust can divest sooner rather than later. She has been in touch with Mr Butterworth to inform him the Trust is meeting and will be in touch soon.

Points noted in discussion:

- Miss Bourke noted the process now is implementing the plan of shifting what the Trust currently has to what has been agreed, (Divestment Plan) which will have to be set out in a staged plan. The Chair agreed advising that the plan will likely identify a two staged approach, , which will give Craig's investments a pocket of money to invest. She noted a plan should be presented at the next meeting.

Recommendation

THAT the public be excluded from the following parts of the proceedings of this meeting, namely the discussion of Item 9.2.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for excluding the public	Grounds under section 48(1) for the passing of this resolution
External Provider options for Delivery of Services.	The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information <i>and</i> to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6 and section 7 of the Act - specifically Section 7(2)(b)(ii) and Section 7(2)(h). (Section 48(1)(a) Local Government Official Information and Meetings Act 1987.

DUDLEY/BOURKE
Carried

Recommendation

THAT the public be excluded from the following parts of the proceedings of this meeting, namely the discussion of Item 9.2.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for excluding the public	Grounds under section 48(1) for the passing of this resolution
Rental Agreement	The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information <i>and</i> to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist, under section 6 and section 7 of the Act - specifically Section 7(2)(b)(ii) and Section 7(2)(h). (Section 48(1)(a) Local Government Official Information and Meetings Act 1987.

DUDLEY/BOURKE
Carried

Recommendation

THAT the open meeting resume.

BOURKE/CLOUGH
Carried

13. Financial Statements

The financial statements for the month of March is attached.

Recommendation

1. THAT the financial statements for the month of March be received.
2. THAT a Debit Card be issued in the name of Catherine Rhodes. Catherine Rhodes is to be added as a signatory for the Debit Card bank account only.
3. THAT the Percy Thomson Gallery Invoice for \$300.00 be approved.
4. THAT the Trust confirm the decision to gift a lifetime membership to the Friends of the Gallery to Mr Ellis and to purchase an artwork of the Mountain in appreciation of his long contribution.

HALL/CLOUGH
Carried

Points noted in discussion:

- Mrs Clough noted the loss from the Art Gallery on page 63 should be in brackets.
- The Chair noted the salary was budgeted based on the previous Gallery Directors salary, so this will continue to be out for the remainder of the year.
- Mrs Clough noted the Trust is not making enough from the Gallery, and needs to get grant funding.
- The Chair noted the Trust has spent a significant amount of time trying to get things right and the fruits of this hard work are not going to be seen until next year. The Trust pivoted in November, and there have been significant changes operationally, that the Trust has had to support. The Trust has not been able to complete any external funding applications, there could be a last minute opportunity, however the chances are slim getting anything in this financial year.
- The Chair advised the Statement of Intent will be discussed later in the meeting.
- Mrs Clough noted the big cost for the Gallery is Salary and Wages and would like to go to TET to fund this. She also noted the Trust should be looking at getting grants for each exhibition. Councillor Dudley agreed the Trust should start looking at the next financial year, and the need to look at grants.
- Further grant funding options for the future were discussed.
- Councillor Dudley questioned why there was a minus for the Audit fees, the Chair will follow this up with the Corporate Accountant.
- It was discussed what happened with the painting by Milarky which was offered to the Gallery. The Chair will check with the Gallery Director if the painting is still at the Gallery.

14. Investment Performance

13.5 Percy Thomson Trust Investment Policy

The final version of the adopted Percy Thomson Trust Investment Policy is attached for information.

13.6 Investment Performance

14. Percy Thomson Trust Strategy

The final version of the adopted Percy Thomson Trust Strategy was attached for information.

15. Statement of Intent

The Final Statement of Intent for the period of 1 July 2025 – 30 June 2028 is attached.

Recommendation

THAT the Final Statement of Intent for the period 1 July 2025 to 30 June 2028 be adopted with amendments.

HALL/CLOUGH
Carried

The Chairperson noted the following points:

- The Draft Statement of Intent was presented to Council, who have asked for an updated Investment Policy which the Trust was working on at the time and have since adopted. This is now included in the Statement of Intent.
- The Final Statement of Intent is included to adopt today, however she would like to propose one change and have a discussion around scenarios should the Trust not receive certain areas of funding.
- She proposed making changes on page 116, the second to last paragraph starting with 'The Council also provides administration services to the Trust for \$20,600 per annum.' to read "this is currently under investigation". It was decided to change the wording to "However the Trust is currently investigating alternative ways to source services. In the event any change should be decided, that change will be informed by comprehensive background reporting."
- This is a conversation which the Trust would be having over the next few months in regard to funding, but it needs to happen now due to the request from Council.

- A number of options were discussed (in the event external funds could not be secured). It was accepted that Plan B would be to use investments to fund the requirements of the building.
- It was noted that it would be beneficial if all Trustees could attend the meeting when the final Statement of Intent is presented to Council.

16. Risk Management

No items of risks were identified.

17. Health and Safety

The Chairperson noted the following points:

- There has been a lot of work by Helen around Health and Safety for the Gallery and Arboretum.
- The Health and Safety Advisor from Council has offered to attend a meeting between himself, the Chair, Mrs Cloke, and the Gallery Director.

18. Questions

19. Next Meeting

12.1 Next Meeting

The next meeting of the Percy Thomson Trust is to be held on Thursday 15 May 2025 at 3pm.

Closing Karakia

The closing Karakia was read.

The meeting closed at 5.53pm.

MATTERS OUTSTANDING

ITEM OF MATTER	MEETING RAISED	RESPONSIBILITY	CURRENT PROGRESS	EXPECTED RESPONSE
Review of the Gallery fees	January 2025	Gallery Director		August 2025
Review what Friends of the Gallery receive	January 2025	Gallery Director	To be put on the workplan for March	
Find out the minimum financial requirements for auditors to be provided to Council	March 2025	Ellen		March 2025
Create a Hazard register	March 2025			
Gallery Guttering	April 2025	Ellen		
Air Conditioner Maintenance of leased spaces	April 2025	Ellen		

FW: Bush Road Property Investments Limited - Voting Results

From Christine R Craig <ccraig@stratford.govt.nz>

Date Thu 4/24/2025 8:30 AM

To Councillor Ellen Hall <ellen.hall@stratford.govt.nz>; Bruce Ellis <bruce.ellis.tepopo@gmail.com>

Cc Carissa Reynolds <creynolds@stratford.govt.nz>

 1 attachment (62 KB)

Bush Road Voting Analysis.pdf;

FYI

Christine Craig

Corporate Accountant

Te Kaunihera ā Rohe o Whakaahurangi | Stratford District Council

63 Miranda Street
PO Box 320
Stratford 4352

P.06 765 6099
stratford.govt.nz



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL



From: Maat Group <info@maat.co.nz>

Sent: Wednesday, 23 April 2025 5:20 PM

To: Christine R Craig <ccraig@stratford.govt.nz>

Subject: Bush Road Property Investments Limited - Voting Results

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.



Bush Road Property Investments Limited

Dear Percy Thomson Trust

Bush Road Property Investments Limited - Voting results and analysis

Thank you to all shareholders who took the time to consider the resolution to change the basis on which the management fees are charged in Bush Road.

The result of the voting on the proposal to change the calculation to be based on Gross Rental Income and to clearly define the term "Gross Rental Income" in an amendment to the Management Agreement is included in the analysis disclosed in the table attached in the link below. Please click the button to view.

Clearly, the amendment to the Management Agreement has received the required approval. The directors will formally record the amendment and sign it accordingly.

As always, please contact either Neil on 021 481 441, ntuffin@maat.co.nz; or Lisa on 09 414 6078, lrowe@maat.co.nz for clarification of any aspect in relation to your investment in Bush Road.

Thank you

[Click Here to View the Voting Results Table](#)

Kind Regards,

Neil Tuffin

Director

PO Box 301 848, Albany, Auckland 0752

(09) 414 6078

(021) 481441

ntuffin@maat.co.nz

www.maat.co.nz

Sent on behalf of Neil Tuffin - Director

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FW: Bush Road Property Investments Limited - Voting Results

From Christine R Craig <ccraig@stratford.govt.nz>

Date Mon 5/5/2025 4:45 PM

To Councillor Ellen Hall <ellen.hall@stratford.govt.nz>; Bruce Ellis <bruce.ellis.tepopo@gmail.com>

Cc Carissa Reynolds <creynolds@stratford.govt.nz>

BUSH ROAD VOTING ANALYSIS

No. of Shareholders	Value of Shareholders' Equity
21	\$3,450,000

Voting Recorded 23 April 2025				Voting Recorded 28 April 2025		
	No.	Value	% of total equity	No.	Value	% of total equity
For	5	\$1,850,000	53.62%	8	\$2,275,000	65.94%
Against	2	\$ 375,000	10.87%	2	\$ 375,000	10.87%
Abstain	-	-	-	-	-	-
Total	7	\$2,225,000	64.49%	10	\$2,650,000	76.81%

Christine Craig
Corporate Accountant
Te Kaunihera ā Rohe o Whakaahurangi | Stratford District Council

63 Miranda Street
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Stratford 4352

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stratford.govt.nz



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL



From: Maat Group <info@maat.co.nz>

Sent: Monday, 5 May 2025 3:37 PM

To: Christine R Craig <ccraig@stratford.govt.nz>

Subject: Bush Road Property Investments Limited - Voting Results

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

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Bush Road Property Investments Limited

Dear Percy Thomson Trust

Bush Road Property Investments Limited - Record of Final Voting

You will be aware that on 23 April we distributed an analysis of the voting by Bush Road shareholders for the amendment to the Management Agreement basis on which management fees would be charged in the future.

Subsequent to that advice, 3 votes were received, by 28 April (after allowing for Anzac day). These have also been recorded, with the updated voting analysis disclosed for completion in the table attached, please click the link below to view.

The updated voting schedule has increased the value of responses from shareholders to 76.81% of the total shareholder equity, with 65.94% voting 'For' the proposed amendment.

We again thank all investors who took the time to assess the merits of the proposal and voted accordingly.

[Click Here to View the Voting Analysis](#)

Kind Regards,

Neil Tuffin

Director

PO Box 301 848, Albany, Auckland 0752

(09) 414 6078

(021) 481441

ntuffin@maat.co.nz

www.maat.co.nz

Sent on behalf of Neil Tuffin - Director

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FW: Secondary Sales Opportunities | Centuria NZ

From Christine R Craig <ccraig@stratford.govt.nz>

Date Wed 4/30/2025 10:46 AM

To Councillor Ellen Hall <ellen.hall@stratford.govt.nz>; Bruce Ellis <bruce.ellis.tepopo@gmail.com>

Cc Carissa Reynolds <creynolds@stratford.govt.nz>

FYI

Christine Craig

Corporate Accountant

Te Kaunihera ā Rohe o Whakaahurangi | Stratford District Council

63 Miranda Street
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Stratford 4352

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stratford.govt.nz



TE KAUNIHERA Ā ROHE O
WHAKAAHURANGI
STRATFORD
DISTRICT COUNCIL



From: Centuria Secondary Market <kerri.ewart@centuria.co.nz>

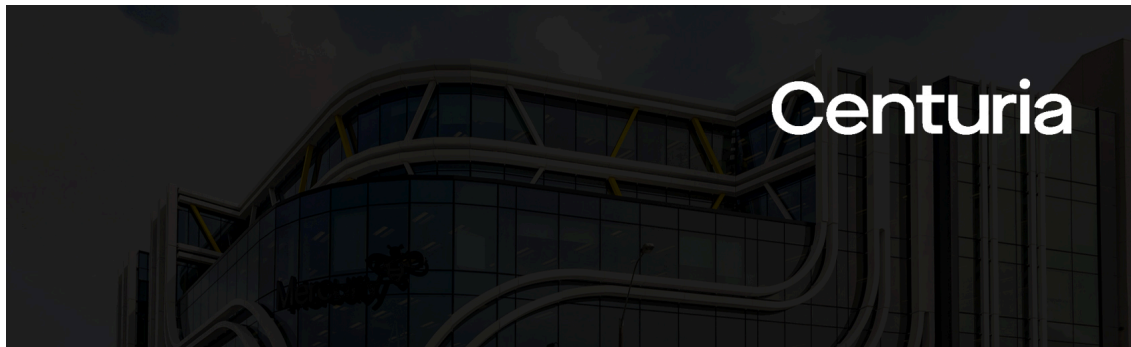
Sent: Wednesday, 30 April 2025 9:45 AM

To: Christine R Craig <ccraig@stratford.govt.nz>

Subject: Secondary Sales Opportunities | Centuria NZ

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Centuria Secondary Sales Opportunities

Please see below for the current listings available on our Secondary Market.

The Centuria [Secondary Market website](#) sets out the terms and conditions relating to the secondary market. You should review those terms and conditions as well as the disclaimers set out [here](#).

Williams Street Nominees Joint Venture

Type	Industrial
Distribution rate (p.a.)	\$6,000 per unit (12.00% on the original unit value of \$50,000)
More information	Click here

Manadon Street Property Scheme

Type	Retail
Distribution rate (p.a.)	\$2,500 per unit (5.00% on the original unit value of \$50,000)
More information	Click here

Airpark Nominees Joint Venture

Type	Industrial
Distribution rate (p.a.)	\$4,500 per unit (18.00% on the original unit value of \$25,000)
More information	Click here

Sir William Pickering Drive Limited Partnership

Type	Office
Distribution rate (p.a.)	\$1,250 per unit (2.50% on the original unit value of \$50,000)
More information	Click here

Takanini Nominees Joint Venture

Type	Retail
Distribution rate (p.a.)	\$3,750 per unit (7.50% on the original unit value of \$50,000)
More information	Click here

Building B Graham Street Limited Partnership

Type	Office
Distribution rate (p.a.)	\$1,000 per unit (2.00% on the original unit value of \$50,000)
More information	Click here

Building A Graham Street Limited Partnership

Type	Office
Distribution rate (p.a.)	\$2,125 per unit (4.25% on the original unit value of \$50,000)
More information	Click here

St Georges Bay Road Property Trust

Type	Office
Distribution rate (p.a.)	\$3,375 per unit (6.75% on the original unit value of \$50,000)
More information	Click here

33 Broadway Trust

Type	Office
Distribution rate (p.a.)	\$3,000 per unit (6.00% on the original unit value of \$50,000)
More information	Click here

Centuria Penrose Limited

Type	Industrial
Distribution rate (p.a.)	5.00 cents per share
More information	Click here

Centuria NZ Diversified Property Fund

Type	Diversified
Distribution rate (p.a.)	4.50 cents per unit
More information	Click here

Centuria NZ Healthcare Property Fund Limited

Type	Healthcare
Distribution rate (p.a.)	5.0 cents per share
More information	Click here

Centuria NZ Industrial Fund Limited

Type	Industrial
Distribution rate (p.a.)	6.0 cents per share
More information	Click here

Regards



Kerri Ewart
Secondary Sales Manager

Disclaimer:

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 - 2. Centuria Funds Management (NZ) Ltd will be charging an administration fee for arranging the transfer, which equates to 2% of the transaction value (payable by the seller).*
 - 3. Centuria Funds Management (NZ) Ltd will not be acting as broker for any party.*
 - 4. The secondary market facility provided by Centuria Funds Management (NZ) Ltd is not a registered securities exchange or authorised securities exchange or regulated under New Zealand securities markets laws.*
 - 5. There is no binding contract to purchase a unit until a deed is signed by both the seller and the purchaser.*
 - 6. In the event of multiple offers of the same value being received and these being the highest offer overall, the first offer received by date & time will take precedence in regards to presentation to the vendor.*
 - 7. Any person making an offer on the Secondary Market must be physically present in NZ at the time of making the offer.*
 - 8. Late payment of settlement may be charged interest to the Purchaser.*
 - 9. The Vendor/Purchaser has not relied upon any representations or advice by Centuria on whether to buy/sell the units and what is the appropriate price and all decisions are ultimately made by the Vendor/Purchaser.*
 - 10. The sale and purchase of a unit in a property syndicate comes with all the usual property risks.*
-

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FW: Todd Park Investments Limited - Voting Results

From Christine R Craig <ccraig@stratford.govt.nz>

Date Fri 5/2/2025 7:50 AM

To Councillor Ellen Hall <ellen.hall@stratford.govt.nz>; Bruce Ellis <bruce.ellis.tepopo@gmail.com>

Cc Carissa Reynolds <creynolds@stratford.govt.nz>

Christine Craig

Corporate Accountant

Te Kaunihera ā Rohe o Whakaahurangi | Stratford District Council

63 Miranda Street
PO Box 320
Stratford 4352

P.06 765 6099
stratford.govt.nz



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STRATFORD
DISTRICT COUNCIL



From: Maat Group <info@maat.co.nz>

Sent: Thursday, 1 May 2025 3:15 PM

To: Christine R Craig <ccraig@stratford.govt.nz>

Subject: Todd Park Investments Limited - Voting Results

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Todd Park Investments Limited

Dear Percy Thomson Trust

Todd Park Investments Limited - Voting results and analysis

We hope that you are well and that you have enjoyed the longer weekends in April, which has allowed you to spend quality time with family.

Thank you to all shareholders who took the time recently to consider the resolutions to amend the Management Agreement for Todd Park.

The result of the voting is disclosed in the following table on the proposals to:

1. Clearly define the term "Gross Rental Income" in the Management Agreement;
2. Amend the Management Agreement to include the existing payment of \$2,500 to the manager annually, adjusted by the annual CPI, for the preparation of the year end financial reports and obtaining the audit certificate; and
3. For the definition of Management Fee in the Management Agreement to include the year end financial reporting and auditing fee

You will note that only 57.87% of shareholders voted, though that represented 76.25% of shareholders' value.

Please click the button below to view the Voting Analysis .

Clearly, all Resolutions for the amendments to the Management Agreement have received the required approval. The directors will formally record the amendments and sign them accordingly.

As always, please contact either Neil on 021 481 441 or ntuffin@maat.co.nz ; or Lisa on 09 414 6078 or lrowe@maat.co.nz for clarification of any aspect in relation to your investment in Todd Park.

Thank you

[Click Here to View the Voting Analysis](#)

Kind Regards,

Neil Tuffin

Director

PO Box 301 848, Albany, Auckland 0752

(09) 414 6078

(021) 481441

ntuffin@maat.co.nz

www.maat.co.nz

Sent on behalf of Neil Tuffin - Director

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RE: Quotation QT01704 from Sinclair Electrical & Refrigeration 2025 Limited

From Rubeana Reader <rreader@stratford.govt.nz>

Date Mon 5/5/2025 12:51 PM

To Steve Taylor <staylor@stratford.govt.nz>; Councillor Ellen Hall <ellen.hall@stratford.govt.nz>

Hi Steve and Ellen

I have called the plumber regarding the leaking tap.

Regards

Rubeana Reader

Property Officer

Te Kaunihera ā Rohe o Whakaahurangi | Stratford District Council

63 Miranda Street
PO Box 320
Stratford 4352

P.06 765 6099
M.027 275 7371
stratford.govt.nz



TE KAUNIHERA Ā ROHE O
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DISTRICT COUNCIL

From: Steve Taylor <staylor@stratford.govt.nz>

Sent: Monday, 5 May 2025 11:20 AM

To: Rubeana Reader <rreader@stratford.govt.nz>; Councillor Ellen Hall <ellen.hall@stratford.govt.nz>

Subject: FW: Quotation QT01704 from Sinclair Electrical & Refrigeration 2025 Limited

Hi Rubeana and Ellen,

For you both?

Regards,

Steve Taylor

Property & Projects Manager

Te Kaunihera ā Rohe o Whakaahurangi | Stratford District Council

06 765 6099 | 027 426 5500 | stratford.govt.nz

From: Allen Juffermans <allen@jsl.nz>

Sent: Friday, 2 May 2025 10:23 AM

To: Sara Flight <sflight@stratford.govt.nz>

Subject: FW: Quotation QT01704 from Sinclair Electrical & Refrigeration 2025 Limited

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Hi Sara.

Below is a quote to replace the fluorescent lights with LED strips. The lights in here keep blowing on us.

Also, the urinal tap is leaking onto the floor each time it's flushed.

Otherwise, Happy Friday!!!

Regards,

Allen Juffermans | Surveyor | Juffermans Surveyors Ltd



Juffermans Surveyors Ltd

Prospero Place | Stratford +64 6 765 4122
Te W'anake The Foundry | Hawera +64 6 278 4135
Whanganui +64 345 0333 | New Plymouth +64 6 759 0904

From: Sinclair Electrical & Refrigeration 2025 Limited <messages@tradifyhq.com>
Sent: Wednesday, 30 April 2025 4:12 pm
To: JSL Accounts <accounts@jsl.nz>
Subject: Quotation QT01704 from Sinclair Electrical & Refrigeration 2025 Limited

[View Quote](#)

[Accept](#)

[Decline](#)

Please find attached your quotation.

Thank you for the opportunity to provide you with this quote.

We appreciate your support.

Sinclair Electrical & Refrigeration



Re: Sharepoint for Percy Thomson Trust

From Councillor Ellen Hall <ellen.hall@stratford.govt.nz>

Date Wed 5/7/2025 4:32 PM

To John Froude <John.Froude@bakertillysr.nz>

Cc Tony Gwyther <Tony.Gwyther@bakertillysr.nz>; Helpdesk (Taranaki) <helpdesk@bakertillysr.nz>

Hi John,

Thanks for getting back to me so quickly.

I will make sure I include the help desk in my emails moving forward, thanks for the heads up.

Yes, will be good to discuss client options moving forward.

Ngā mihi
Ellen

Get [Outlook for Android](#)

From: John Froude <John.Froude@bakertillysr.nz>

Sent: Wednesday, May 7, 2025 3:37:26 PM

To: Councillor Ellen Hall <ellen.hall@stratford.govt.nz>

Cc: Tony Gwyther <Tony.Gwyther@bakertillysr.nz>; Helpdesk (Taranaki) <helpdesk@bakertillysr.nz>

Subject: RE: Sharepoint for Percy Thomson Trust

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Hi Ellen,

Yes, I'll ask our team to price up the creation of the new page and applying secure permissions to the site and the creation of the admin@... account as you requested in your earlier email.

As I am often out on site can you please ensure that you include the helpdesk email on these requests? I am happy to be included in the email but in case I'm out sick or on a site it would be good to have our helpdesk aware of any enquiries. As they are the dedicated responders to our emails, they will provide a quicker response than myself sometimes.

Tony would also like to know if you would like to revisit the conversation regarding us supporting Percy Thomson as fully managed client again, if you would like to talk about the options, he can organise a meeting to answer any questions.

Please let me know if you have any questions.

Regards,
John Froude

John Froude
Business Computing Services



T: +64-6-757-3809 | F: +64-6-757-5081
109-113 Powderham St | PO Box 146, New Plymouth 4310 | New Zealand
John.Froude@bakertillysr.nz | www.bakertillysr.nz



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From: Councillor Ellen Hall <ellen.hall@stratford.govt.nz>

Sent: Wednesday, 7 May 2025 2:12 pm

To: John Froude <John.Froude@bakertillysr.nz>

Subject: Sharepoint for Percy Thomson Trust

Hi John,

You have recently set up our sharepoint filing system for the gallery.

We are wanting to extend this/build on it, to incorporate filing for all trust documents. Some documents will need to be accessible only by the chair (hr etc) and others by Trustees who will need to have access via their email as a log in (agendas, reports etc).

What is the process for getting this sorted?

Ngā mihi
Ellen

Ellen Hall

Councillor - Urban Ward

Percy Thomson Trust Chair

Creative Communities Chair

Te Kaunihera ā Rohe o Whakaahurangi | Stratford District Council

021 817 792

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HVAC system at Percy Thomson Gallery

From Helen Cloke <helenmcloke@icloud.com>

Date Wed 5/7/2025 5:35 PM

To Rubeana Reader <rreader@stratford.govt.nz>

Cc Councillor Ellen Hall <ellen.hall@stratford.govt.nz>; Catherine Rhodes
<director@percythomsongallery.org.nz>

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Hi Rubeana,

I'm a member of the Percy Thomson Trust and happened to be in the gallery this afternoon when Mark from AHI was just finishing up his assessment of the air conditioning system.

I just thought I'd email and let you know that he found a small component in the power board on the roof unit has burnt out. He is ordering a replacement and hopes to have the work completed by the end of next week. He let me know that he would be in touch with you also about this.

As a temporary solution, Mark has loaned the gallery some column heaters. He put those in place this afternoon.

Kind regards,
Helen Cloke

Re: HVAC system at Percy Thomson Gallery, Stratford

From Mark Garner <markgarnernz@yahoo.co.nz>
Date Mon 5/12/2025 11:22 AM
To Helen Cloke <helenmcloke@icloud.com>
Cc Councillor Ellen Hall <ellen.hall@stratford.govt.nz>

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Hi Helen

I have been involved with this building and the HVAC in the past. I worked for SDC (Neil Cooper) preparing a specification for the new air-conditioning unit. AHI Carrier carried out the rest of the work including the Eurotech controls on a design build basis.

Later on I looked at the condensation problem with SDC (Neil) on site. Because it was clearly a building problem rather than an HVAC problem, I referred in on to Glenn Brebner from Boons Architects as I thought they would have the best expertise for condensation issues. I have seen their initial report.

As I understand it, the problem is condensation in the ceiling void overnight in winter. This is likely to be due to migration of room air at 21 deg, 50%RH (dewpoint 10 degree) through the ceiling tile/tee rail gaps into a ceiling void where the roofing iron is cold (less than 10 degrees). Can you confirm that this is the major problem please.

In regard to the HVAC I am happy to work with AHI Carrier (Mark Dickson). They would operate the system and make system adjustments. I would make recommendations. I would be mainly be interested in the dehumidification performance (moisture removal rate). Also in measuring return, supply and fresh air quantities. We may find improvements that reduce the condensation problem.

I am happy to meet with you to discuss the issues.

Regards

Mark Garner

Mobile 021-1166144

Address 1 Greenpath Lane, New Plymouth 4310

On Thursday, 8 May 2025 at 10:02:24 am NZST, Helen Cloke <helenmcloke@icloud.com> wrote:

Hi Mark,

I'm on the board of the Percy Thomson Trust who manage the art gallery in Stratford. Mark Dickson from AHI forwarded your contact details as an engineer specialising in HVAC.

We have had on-going problems with our system at the art gallery. Mark Dickson has been providing regular services and has been fixing some of our issues. He suggested that we reach out to you for a comprehensive review of the system, with the goal of gaining a clearer understanding of the current issues and developing a plan to achieve full operational functionality.

If this is a service you provide we would appreciate a meeting with you to discuss.

Kind regards,
Helen Cloke
Percy Thomson Trust

(CC'd Ellen Hall - Trust Chairperson)

Re: Process for paying invoices

From Councillor Ellen Hall <ellen.hall@stratford.govt.nz>

Date Mon 5/12/2025 10:04 AM

To Christine R Craig <ccraig@stratford.govt.nz>

Cc Carissa Reynolds <creynolds@stratford.govt.nz>; Sven Hanne <shanne@stratford.govt.nz>

Hi Christine,

Thank you for your email. This is a welcomed change.

We will go with the proposed process you have outlined, and include myself and another trustee in the approvals process.

We are happy to start this immediately.

Ngā mihi
Ellen

Ellen Hall

Councillor - Urban Ward

Percy Thomson Trust Chair

Creative Communities Chair

Te Kaunihera ā Rohe o Whakaahurangi | Stratford District Council

021 817 792

From: Christine R Craig <ccraig@stratford.govt.nz>

Sent: Friday, May 9, 2025 3:04 PM

To: Councillor Ellen Hall <ellen.hall@stratford.govt.nz>

Cc: Carissa Reynolds <creynolds@stratford.govt.nz>; Sven Hanne <shanne@stratford.govt.nz>

Subject: Process for paying invoices

Hi Ellen

As part of the Long Term Plan and capital projects, Council has implemented new software for processing and paying invoices, called *Procure2Pay*. This change requires us to update our internal processes to align with the new system.

This also affects how we handle PTT invoices. To ensure continued compliance and timely payments, we've developed a process that aligns with the new software requirements and ensures all invoices are appropriately approved prior to payment.

Proposed Process:

1. Invoices will continue to be received after goods or services have been delivered (no change to current process).
2. I will code the invoice to the appropriate budget line item and forward it to you, as Chairperson, for initial approval.
3. You will approve the invoice via email, then forward it to a second trustee for further approval. The second trustee will reply to the email thread with their approval and return the complete email chain and invoice to me.

4. Once both approvals are received, I will enter the invoice into the system for payment. At that point, the full email chain and invoice will be saved in our document management system.
5. This process will also eliminate the need to bring invoices to trust meetings for two signatures.

Alternative Option:

If preferred, and the Trust agrees, I can serve as the first approver and you as the second, to streamline the process and reduce handling.

Please let me know if you're comfortable with this approach or suggest an alternative that fits the software requirements and satisfies audit standards.

It would be great to get this new system starting now, however if you need some time to implement this new process, it can be deferred until 1 July 2025.

Christine

Christine Craig

Corporate Accountant

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Fwd: Percy Thomson Trust

From Annette Dudley <annettedudley82@gmail.com>

Date Mon 12/05/2025 1:04 PM

To Chair <chair@percythomsongallery.org.nz>

Hi Ellen,

Correspondence for the meeting on Thursday, if I'm not too late.

Thanks

Annette

----- Forwarded message -----

From: **Stephanie Wylde** <Stephanie.Wylde@bakertillysr.nz>

Date: Mon, May 12, 2025 at 12:39 PM

Subject: Percy Thomson Trust

To: Annette Dudley <annettedudley82@gmail.com>

Hi Annette

Hope you got my email.

Let me know if you want me to set up a meeting re: potential implementation of Xero. We can assist with this anyway ie not dependent on financial statements work and vice versa.

Re financial statement potential preparation work:

Introduction

Baker Tilly Staples Rodway Taranaki Limited ("Baker Tilly Staples Rodway") is able to provide accounting services to Percy Thomson Trust ("the Entity").

Specifically, the Entity has requested that Baker Tilly Staples Rodway prepare a quotation to compile the Financial Statements of Percy Thomson Trust.

Compilation of Financial Statements

We would compile the Financial Statements of the Entity for the year ended 31 March 202x and onwards from information provided by you, in accordance with Service Engagement Standard 2: *Compilation of Financial Information* issued by the Chartered Accountants Australia + New Zealand.

As agreed, the financial statements for the Entity would be prepared applying Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit), as established by the External Reporting Board for registered charities, on the basis that it does not have public accountability and has total annual expenses equal to or less than \$5,000,000 for the last two annual reporting periods.

It is understood that:

The Financial Statements will be audited by Audit New Zealand;

Independence

Independence would not be a requirement for a compilation engagement.

If we were aware that we are not independent of the Entity, that fact will be stated in our report. However, we will not conduct a comprehensive review to determine whether we are, or are not, independent of the Entity.

Fees

Fees for our services are based on the actual time expended on the engagement at the standard hourly rates for the individuals assigned. Hourly rates vary based on the degree of skill and expertise required to perform the required services.

Based on our present knowledge of the engagement, we estimate that our fee (excluding Goods and Services Tax) for the compilation of the Performance Report will be approximately \$4,600 to \$5,300.

Provision of Information

In completing this engagement, we would not carry out an audit of the Entity and will necessarily rely on the information supplied to us. We understand that the Entity will provide us with all of the information that is relevant to the work that we have been asked to perform.

Our Services and Experience

We have a full service offering at Baker Tilly Taranaki and information is available on our website – including Business Advisory, Audit and Assurance, Business Information Systems, HR services, IT services and Marketing.

We support the charitable work done in our Taranaki community to support families, whanau and community projects and initiatives. We currently support and engage with 52 local not-for-profit organisations in the Taranaki region and we understand the focus on meeting a social need, furthering the aims of the organisation or delivering on their charitable purposes, rather than shareholder profit.

Baker Tilly Staples Rodway has a long history of servicing the needs of small, medium to large entities in New Zealand. Since the firm's inception, we have helped a large number of organisations achieve their objectives by providing day to day accounting support through our core accounting services, preparing monthly reports, key performance and insight data, assisting with the development of business strategy, a fit for purpose structure and ongoing support. We have specialists to assist with people and culture needs and our collaborative approach produces positive outcomes across recruitment, organisational development, HR compliance and initiatives, and employment relations.


Baker Tilly Staples Rodway has provided advisory and accounting services to entities engaged in education, health services, not-for-profit and charitable activities, as well as engineering, manufacturing, finance, forestry, retail, tourism, and other industries. Working with these clients, along with our commitment to stay at the forefront of technical and regulatory change, means we can offer up-to-date, relevant advice and guidance on the development of effective action plans and determining key priorities for organisations.

Let me know if you need me to expand on any points or need further information.


Thanks

Stephy

Stephanie Wylde
Senior Consultant, Business Advisory Services

T: +64-6-757-3155 | F: +64-6-757-5081 | M: +64-21-314136
109-113 Powderham St | PO Box 146, New Plymouth 4310 | New Zealand
Stephanie.Wylde@bakertillysr.nz |  **www.bakertillysr.nz**

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From: Stephanie Wylde <Stephanie.Wylde@bakertillysr.nz>
Sent: Wednesday, 30 April 2025 2:25 pm
To: Annette Dudley <annettedudley82@gmail.com>
Subject: RE: Percy Thomson Trust

Hi Annette

Yes no problem I will prepare a written quote with scope etc included on an email for the preparation of financial statements.

Re potential transferring into Xero I think it would be a great idea for you to come in and meet with the team that would do this. Is this possible?

Re have the financial statements ready for Audit NZ yes this is no problem we are used to dealing with the auditors in terms of providing the financial statements and workings files.

Thanks

Stephy

Stephanie Wylde

Senior Consultant, Business Advisory Services


T: [+64-6-757-3155](tel:+6467573155) | F: +64-6-757-5081 | M: [+64-21-314136](tel:+6421314136)

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Stephanie.Wylde@bakertillysr.nz |  www.bakertillysr.nz



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PERCY THOMSON TRUST

- Percy Thomson Gallery • Percy Thomson Herbarium
- Percy Thomson Arboretum



12 May 2025

Stratford District Council Elected Members
63 Miranda Street
PO Box 320
Stratford 4352

Dear Elected Members,

RE: STATEMENT OF INTENT 2025-2028

This letter provides information to elected members on the Final Statement of Intent 2025 – 2028.

1. Background

The Final Statement of Intent 2025 – 2028 that is before council reflects notable changes that have been undertaken or are in progress within the current financial year. This Statement of Intent meets our obligations as a Council-Controlled organisation and responds to the Statement of Expectation that was provided to Percy Thomson Trust by Council in December 2024.

The following information gives clarity on a number of items within the Statement of Intent.

2. Updated Investment Policy

The Investment Policy was reviewed, amended and adopted since the draft Statement of Intent 2025-2028 was provided to Council. At that time Council was made aware that the current Investment Policy was under review. This review was undertaken in consultation with Craigs Investments who have been engaged to manage the Trust's investments moving forward, once they have been divested from their current holdings.

The updated Investment Policy better reflects the philosophy of the Trust and provides clear criteria for investment. Councils should note that the updated Investment Policy signals a significant shift towards greater diversification. It also enables effective management of investments through professionally managed portfolios, and ensures that the Trust's desire for environmental, social, and governance (ESG) factors to be considered is ensured through its responsible investment policy.

3. Asset Investment and Funding Scenarios

An Audit Assessment of the Trust's property was completed in January and has provided a clear picture of the repairs and maintenance required to ensure the property is looked after effectively. The costs associated with this are incorporated within the Cost of Service Statements and proposed Financial Performance within the Statement of Intent. There is significant investment required particularly in the coming financial year as the exterior cladding requires work.

PERCY THOMSON TRUST

• Percy Thomson Gallery • Percy Thomson Herbarium

• Percy Thomson Arboretum



The Trust plans to seek external funding in order to get this work completed. Trustees have discussed various scenarios should funding not be secured for this purpose. The view of the Trust is that as a responsible asset owner, the Trust will utilise its investments to fund this work should external funding applications be unsuccessful.

Council should be aware that initial indications from at least one significant funder reflect unfavourably on Council-Controlled organisations. The Trust is yet to explore funding availability from other funding organisations. However, our workplan identifies plenty of opportunities for prospective sponsors and/or funders.

4. Divestment of Current Investments

The Trust is committed to rebalancing its current investment portfolio and this is reflected within the Investment Policy and the appointment of Craigs Investments to professionally manage the Trusts investments. In addition to this, the proposed financial performance reflects the capital gain on sale of investments and a conservative approach to a reduction in audit fees in year three of the Statement of Intent.

5. Summary

In addition to be a council-controlled organisation, we are also a Charitable Trust and the Trustees remain committed to carrying out the objectives of the Trust Deed, honouring the wishes of Percy Thomson through his bequest to the Stratford district.

The organisation has been and continues to go through a period of significant change and progress as it repositions itself to ensure it is providing the best for the community, the ratepayers of the Stratford district, and the objects of the Percy Thomson Trust.

Ngā mihi

Ellen Hall
Chair

RE: New email address!

From Bruce Ellis <bruce.ellis.tepopo@gmail.com>
Date Fri 5/2/2025 2:49 PM
To Councillor Ellen Hall <ellen.hall@stratford.govt.nz>

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Greetings

Thanks for that. Will get onto this on Monday.

Cheers
Bruce

Bruce Ellis
Accountant
23c Wallath Road
Westown
New Plymouth 4310

Phone 06 753 2067 or 021 081 62137

From: Councillor Ellen Hall <ellen.hall@stratford.govt.nz>
Sent: Friday, 2 May 2025 2:48 PM
To: Bruce Ellis <bruce.ellis.tepopo@gmail.com>
Subject: New email address!

Hi Bruce,

I hope this finds you well.

This took way longer than I had hoped but there is officially a chair email address associated with the Trust.

Literally just finalised and opened.

The email address is: chair@percythomsongallery.org.nz

It would be great if you can you please now action that correspondence we discussed with our current investment managers. I know that you have been waiting for me to this point, but now that the logistics of the email are sorted, if we can get that correspondence to them as soon as possible, that would be amazing. Anything you send, can you please cc me in so that I can make sure its in the correspondence section of our next meeting agenda.

The next thing I need to put together (very much with your help) is a divestment plan - detailing timings for divestment of each of the portfolio packages, as we discussed - 2 stages, these at this time, these at that time etc. I need to provide the Trust with something

for our next meeting. I am happy to put this together but will rely on your input and expertise as we detail the investments etc.

Have a wonderful weekend.

Ngā mihi
Ellen

Ellen Hall

Councillor - Urban Ward

Percy Thomson Trust Chair

Creative Communities Chair

Te Kaunihera ā Rohe o Whakaahurangi | Stratford District Council

021 817 792

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CHAIR REPORT

TO:	Percy Thomson Trustees
FROM:	Ellen Hall, Chair
DATE:	10 April 2025
SUBJECT:	Chair Report for April Trust Meeting

1. KEY HIGHLIGHTS

1.1. Exhibition Opening

The opening of the INKED: and WITT Student Printmakers exhibition immediately following our last (3 hour) Trust meeting was another fantastic event. It was an excellent segway from being immersed in governance work to then step straight into the world of art that forms the “why” behind why we do what we do as volunteers for this organisation.

1.2. Friends of the Arboretum Momentum

It’s been exciting to see the momentum carried by Helen as she has worked to get things in place to ensure that our engagement of volunteers at the arboretum has a health and safety lens, and keen arboretum volunteers are set up well from the start and feel supported and valued by the Trust.

2. STRATEGIC FOCUS

2.1. Future Options

A comprehensive report on the Future Options of the Trust has been prepared, with a number of recommendations included within it for consideration. This feasibility study has allowed for clear and thorough consideration of the status quo with regards to how the Trust is serviced, and the set ups that would be the most efficient and effective for the organisation as a whole. This will be a generative and strategic discussion at our meeting.

3. CRITICAL ISSUES

3.1. HVAC System

The gallery continues to have significant issues with the climate control units in the gallery. As we know, during significant temperature changes, the systems we have struggle to adapt. We have received a variety of information about the causation and options to improve the situation. Helen has since corresponded with the existing provider and an engineer that was involved in the original installation.

3.2. TRC Herbarium

It hasn’t been sitting right with me that one of our core objectives as a Trust – herbarium – is not able to be updated because neither the Taranaki Regional Council or the Trust has access or ability to do so. This is something that I would like to include within our workplan to resolve.

4. LOOKING AHEAD

As we look ahead, we have a strong platform to build from – thanks to the energy, clarity, and care that trustees are offering and that continues to define our work as a Trust. Our focus in the coming months will be on turning strategic insight into practical action. The Future Options Report provides us with a timely opportunity to reflect on how we are structured, resourced, and positioned to deliver on our mission. Our task will be to engage deeply with this work and ensure any changes we consider are fit-for-purpose, future-focused, and enhance the long-term sustainability of the Trust.

We also have an opportunity – and a responsibility – to address some critical operational challenges. The ongoing HVAC issues need a durable and informed solution. Similarly, the TRC Herbarium question presents a chance to reassert our stewardship role and ensure our core objectives are not just maintained but actively supported into the future.

With strategic focus, collective commitment, and continued passion for the arts, the Trust is well placed to move forward with purpose and confidence. Thank you all for your continued contribution.

Ngā mihi

Ellen Hall

Chair

Percy Thomson Gallery Director's report - May 2025

Operational overview

At the beginning of the month we farewelled Maree Burnnand who had covered the full spectrum of roles at the Gallery in only 12 months! I was grateful for her support, enthusiasm and commitment to the institution, with the artists and our visitors her priority at all times – nothing was ever too much trouble.

In her absence I am equally grateful to Trustees Ellen, Mary, Helen and Annette for stepping in to assist with lunch cover and a period of uninterrupted mahi each day. Thank you all.

Along with exhibition making and general administration, my energies are devoted to people – anyone who steps through the door, our volunteers, Council and community relationships, other institutions and my staff. Late last month I met up with weekend casuals Jacqueline and Gayleen who I will work with only rarely, and spent some time over coffee getting to know them better.

As I settle further into the job I am finding small pockets of space for the 'blue sky' thinking and breadth of thought required to fulfil the role well – to be proactive and creative rather than merely reactive. It is from here that growth will rise and the institution will develop under my care.

Gallery visitor numbers

2022/ 2023		2023/ 2024		2024/ 2025	
Month	Visitors	Month	Visitors	Month	Visitors
July	1153	July	1833	July	2148
August	1378	August	2228	August	1780
September	1460	September	2418	September	2211
October	2217	October	2211	October	2143
November	1887	November	2195	November	2791
December	1563	December	1734	December	1945
January	1620	January	1379	January	1997
February	1190	February	2343	February	1520
March	1633	March	2008	March	1664
April	2027	April	2159	April	1692
May	1430	May	2886	May	
June	1126	June	2389	June	
Total		Total	25783	Total	20321

Gallery numbers at a glance

- Visitors: 1 – 8 May 2025: 430
- *Stratford Art Society Autumn 2025* exhibition: 1,776 visitors with 28 sales totalling \$9,463.00 (no commission taken as per the longstanding agreement with the Society).
- Sales, financial year to date: \$36,337.00 (commission: \$6,659.90).

Exhibition programme

Exhibition	Start date	End date	Details
Stratford Art Society	21 March 2025	13 April 2025	Complete
PCANZ Taranaki Printmakers / WITT Students	19 April 2025	18 May 2025	Underway
Fiona Clark & Tertius: <i>PAY HERE</i>	23 May 2025	29 June 2025	Planning and preparing in earnest. Opening Friday 23 May at 6pm; all welcome!
<i>Quintet</i> / Morgan Paige Taitoko and Richard Landers	4 July 2025	3 August 2025	Met with representatives from <i>Quintet</i> on 11 March and planning is underway. Onsite hui with Morgan Paige Taitoko and Richard Landers, 2 May.
Elliot Collins/Mary Spacapan/Haoro Hond/Dwayne Duthie	8 August 2025	7 September 2025	In-person meetings held with Elliot Collins, Dwayne Duthie and Mary Spacapan.
Taranaki Arts Trail 2025	12 September 2025	5 October 2025	Conversations and planning underway. Programme advertisement due by the end of May.
Watercolour New Zealand	10 October 2025	16 November 2025	Spans Taranaki Garden Festival and Arts Trail. Contract signed.
Stratford Art Society	21 November 2025	14 December 2025	Contract signed.

INKED: Original Handprinted Artworks by PCANZ Taranaki Printmakers and WITT Student Printmakers are our current exhibitions; deep and generous shows with lots to speak about with visitors. I am enjoying explaining how the works are made and helping expand the understanding of printmaking as a discipline.

The PCANZ group applied to the Stratford Creative Communities Scheme for two printmaking workshops on Saturdays in May. At the time of writing this report, the group is still awaiting word on the outcome of the application. In the meantime we have settled on an alternative plan; to proceed with a workshop on the final day of the exhibition, followed by a forum. We hope the alignment of the two events combined with the pack down that follows (where all artists need to attend to collect their artworks) will boost numbers and farewell the shows in a meaningful way.

I continue to talk and meet with artists regarding 2025, 2026 and 2027 exhibitions, firming up the specifics as I go. This has included in-person hui with Mary Spacapan, Richard Landers, Morgan Paige Taitoko and Roger Peters, and correspondence with various individuals and groups/collectives. One of particular note was with Stratford Art Society representatives, where we covered the wins from their recent show as well as changes and improvements we would each/all like to see next time around [November-December 2025].

On 28 April I spent a delightful morning with Theresa Cayley from Taranaki Foundation, at the home of Kelvin and Carolyn Squire, to discuss *Taranaki Foundation Emergence 2026*. Good debrief notes following the 2024 iteration were a gateway to an excellent conversation that

traversed most aspects of the planning and execution. I came away with a full belly (Carolyn makes the best scones and shortbread!) and lots to do to ensure the continuity and growth of this significant relationship and exhibition.

Percy's Place

Sales, financial year to date: \$37,636.00 (commission: \$13,171.87)

The shop has been very well supported in May, by both our patrons and our sitters. As I write there are only two spots left to fill in this month's roster and this level of engagement has made a world of difference to our functionality and reliability as a retail space.

With Helen's help and expertise, I am organising a small gathering for sitters towards the end of the month (date to be determined), to announce the Shopify rollout, explain the process and benefits and seek assistance with the shop stocktake and transition.

Budget

No issues to report.

Health & Safety

No incidents to report.

- Carried over from the April report: the Gallery's security footage is missing a link/screen, with only three of the four views visible.
- May I please have guidance with next steps in collating/writing the Gallery's health and safety documentation.

Actions or assistance; general updates

- Carried over from the April report: I would appreciate any information regarding a gift/loan of photographs of Stratford, apparently from Alexander Turnbull Library.
- The Gallery air-conditioning is faulty (a small component in the power board on the roof unit has burnt out) and AHI is awaiting a replacement part, with a fix tentatively scheduled for Tuesday (13 May). In the meantime, and with Ellen's approval, several small heaters have been placed around the Gallery space to keep it at a reasonable temperature – primarily for the care and integrity of the artworks, but also the comfort of our visitors.
- Neil Cooper has advised the work on the Gallery window has been signed off. I have suggested Monday 19 May as a suitable day; awaiting confirmation.
- *Discussion point: Roger Peters' 2026 exhibition*
- *Discussion point: Gallery hire charges*
- *Discussion point: Marketing and promotion budget*
- *Discussion point: 'The Best Thing'*
- *Discussion point: Iwi liaison; embedding Te Ao Māori and Te Tiriti in our practices.*

Catherine Rhodes, Director

9 May 2025

Percy Thomson Trust - Arboretum Report - May 2025

Site Visits and General Observations

The overall presentation of the arboretum has again been good for this month. The area we focused on during our working bee is looking really great and I look forward to the continued success of the Friends of the Arboretum project.

Friends of Percy Thomson Arboretum

Positive work has been executed on this. We are well underway to having our Health and Safety requirements in place, with advice from Daniel Pemberton (SDC H+S officer.)

Our Volunteer Policy has been completed ready for adoption and an induction meeting with the volunteers has been organised.

The first of our monthly newsletters has been emailed out to our volunteers. This will assist in communication with our volunteers by providing information on our current and upcoming projects plus dates of future working bees.

Wasp Nest Removal

With the work achieved on the Health and Safety plan, we were able to take up the offer from Jim Clarkson to remove a wasp nest that was discovered during our working bee.

Information Signage

The second trial of plant signage has been successful and so far they have not attracted any vandalism. The next step is to decide which specimen plants require signs and to obtain a quote from a sign writer.

Pest Plant Removal - Chilean Myrtle

Melanie McBain has confirmed that High Frontier have been contracted to remove the large/medium Chilean Myrtle trees and Downer will then remove the smaller trees and shrubs. The work from High Frontier has been scheduled for the end of May. I've requested to be kept informed so I can arrange a site meeting before any work starts. The removal of the large trees will leave significant gaps so we will need to start planning for succession planting.

Arboretum Email

We now have a dedicated arboretum email address:
arboretum@percythomsongallery.org.nz

Helen Cloke
09/05/25

Percy Thomson Trust

Governance Workplan 2025-2026

	Activities and Policy Reviews	Notes
Permanent agenda items	<ul style="list-style-type: none"> • Health and Safety • Conflicts of Interest • Risk Management Schedule • <i>Board performance evaluation???</i> 	
March	Review <ul style="list-style-type: none"> • Draft Strategic Plan • Investment Policy Statement • Governance Workplan • Herbarium – review links on website • Investment policy <i>Exhibition Opening 21st</i>	<ul style="list-style-type: none"> • Strategic Plan adopted March 25 • Policy Statement Completed March 25 • Investment Policy adopted March 25
April	Receive <ul style="list-style-type: none"> • Receive updated Strategic Plan • Receive updated Investment Policy • Complete Field Trip (H&S) Review <ul style="list-style-type: none"> • IT policy (inc privacy, information management, acceptable use) <i>Exhibition Opening 18th</i>	
May	Review <ul style="list-style-type: none"> • Operational review • Staff management arrangements – in house or outsourced? (SoE) • Gallery Director Performance • Gallery Hireage and Commissions policies • Health and Safety Policy • Council service arrangement • Financial Management Strategy Receive <ul style="list-style-type: none"> • Draft annual budget <i>Exhibition Opening 23rd</i>	
June	Receive <ul style="list-style-type: none"> • First draft of the high-level forecast of finances – next 1 – 5 years • Operations Plan • Adopt annual budget • Communications and Marketing Strategy Review <ul style="list-style-type: none"> • HR policy (including Succession Planning, Code of Conduct, Remuneration Policy) 	
July	Receive <ul style="list-style-type: none"> • First draft Annual Report • Education policy • Gallery Operations Plan 	

	<i>Exhibition Opening 4th</i>	
August	Review <ul style="list-style-type: none"> • Gallery Director Performance • Skills Matrix for Trustee succession Planning • Dates for retirement or selection of new trustees • Recommendations to Council for replacement trustees <i>Exhibition Opening 8th</i>	Council appoint new Trustees at their October ordinary meeting (1 st Tuesday of month)
September	Review <ul style="list-style-type: none"> • Governance Policy, Code of Conduct and Governance Self-Evaluation Plan <i>Exhibition Opening 12th</i>	
October	AGM <ul style="list-style-type: none"> • Trust appoints its Chairperson • Trust confirms appoint of new Trustees <i>Exhibition Opening 10th</i>	
November	Review <ul style="list-style-type: none"> • Gallery Director Performance <i>Exhibition Opening 21st</i>	
December	<i>Exhibition Opening 19th</i>	
January 2026	Review <ul style="list-style-type: none"> • Acquisition, deaccession and collection development policies • Asset Management Plan 	
February 2026	<ul style="list-style-type: none"> • Fieldtrip • 6 Monthly report • Statement of Intent • Gallery Director Performance Review • Review Strategic Plan (26) 	

Policy/Strategy	Responsibility	Review Cycle	Next Review
Percy Thomson Trust Strategy	Trust and Gallery Director	Annual	
Governance Policy <ul style="list-style-type: none"> - Remuneration Policy - Code of Conduct - Self-evaluation plan 	Trust		
Gallery Operations Plan <ul style="list-style-type: none"> - Education Policy - Gallery Hireage and Commission Policy 	Gallery Director		
Arboretum Management Plan			
Acquisition, de-accession and collection development policies	Gallery Director		
Communications and Marketing Strategy <ul style="list-style-type: none"> - Stakeholder Engagement Plan - Publicity and Promotions Plan - Social Media Policy - Friends Policy 	Gallery Director		
Health and Safety Policy	Trust		April – draft May - adopt
Financial Management Policy <ul style="list-style-type: none"> - Risk Management Policy - Investment Policy - Revenue Generation Plan 	Trust	Annual	
Asset Management Plan <ul style="list-style-type: none"> - Building maintenance - Chattels - IT equipment 	Trust		
HR Policy <ul style="list-style-type: none"> - Code of Conduct 	Trust		
IT Policy <ul style="list-style-type: none"> - Information Management Policy - Acceptable Use Policy 	Trust		
Succession Planning <ul style="list-style-type: none"> - Dates for retirement or selection of new members - Selection Process 	Trust		

POLICY



PERCY THOMSON TRUST

Policy:	Volunteer Policy – Arboretum
Approved by:	Percy Thomson Trust
Effective date:	8 May 2025
Next review date:	May 2026

1. POLICY STATEMENT

Percy Thomson Trust recognises the immense value of volunteers and the critical role they play in supporting the Trust's operations and mission. We are committed to fostering a supportive and inclusive environment where volunteers are respected, appreciated, and empowered to make a meaningful impact.

2. PURPOSE

The purpose of this policy is to provide guidance to trustees, managers, and employees on the process of engaging volunteers within or to the Percy Thomson Trust for the arboretum.

3. SCOPE

This policy applies to all volunteers who support the arboretum and managers of Percy Thomson Trust.

4. PRINCIPLES

- 4.1. Volunteers are an asset to the Trust and should be treated with fairness and respect
- 4.2. Volunteers should only be assigned tasks within their level of expertise and training
- 4.3. Adequate safety measures and precautions must be implemented, particularly in higher-risk areas, to ensure the well-being of volunteers
- 4.4. Volunteers should be engaged to complement and strengthen the efforts of the Trust.
- 4.5. Accurate records of volunteer hours should be maintained to ensure proper documentation

5. DEFINITIONS

Volunteer	A Volunteer is defined as a person neither expecting nor receiving payment for tasks. Volunteers do not include those on work experience or training. Volunteers are not deemed to be employees of the Trust under the Employment Relations Act 2000 or amended legislation.
Manager	A Manager is defined as a person who is responsible for supervising volunteer/s.

POLICY



PERCY THOMSON TRUST

6. ROLES AND RESPONSIBILITIES

Volunteers	Must adhere and comply with this policy and associated procedures.
Volunteers/Manager	Ensure appropriate documentation is completed and filed Promote the principles of this policy Notify applicable personnel of the requirements of the policy, procedures and guidelines
Trustees	Promote the principles of this policy Notify applicable personnel of the requirements of the policy, procedures and guidelines Approve system development to support policy and processes Administer requirements of policy/process relating to annual leave Monitoring and updating of this policy, procedure, guidelines and rules

7. VOLUNTEER INFORMATION SHEET

- 7.1. All volunteers should complete the Volunteer Information Form prior to their first volunteer work for Percy Thomson Trust. Any changes to the original information should be updated as relevant.

8. HEALTH AND SAFETY

- 8.1. The intent of Percy Thomson Trust is to provide protection for all volunteers in all places of work managed by the Trust.
- 8.2. As part of a volunteer's induction with the Trust, the volunteer should be made aware of the following:
- 8.2.1. Volunteers' manager
 - 8.2.2. Familiarity with emergency procedures, a discussion of any hazards in the workplace, and access to health and safety policies and procedures.
 - 8.2.3. Volunteers are required to adhere to site health and safety policies and procedures.
 - 8.2.4. Volunteers must bring any hazards they have identified to their manager and report any accident or near-miss accident.
 - 8.2.5. If a volunteer has an accident while on Trust property, they must report the incident to their supervisor/manager and record it.

POLICY



PERCY THOMSON TRUST

9. ASSOCIATED DOCUMENTS

- 9.1. Human Resources Policy
- 9.2. Human Rights Act 1993
- 9.3. Employment Relations Act 2000
- 9.4. Privacy Act 1993
- 9.5. Health and Safety at Work Act 2015

10. APPENDICES

- 10.1. Appendix 1 – Volunteer Information Form
- 10.2. Appendix 2 – Volunteer Agreement

Percy Thomson Trust

Volunteer Information Form - Arboretum

VOLUNTEER ROLE	
Name of Role:	Friend of Percy Thomson Arboretum
Reporting to:	Arboretum Coordinator
Start Date:	

PERSONAL DETAILS			
First name(s):			
Last name:			
Preferred name:			
Postal address:			
Home Phone:		Mobile:	
Email:			

EMERGENCY CONTACT DETAILS			
Name:			
Relationship:			
Home phone:		Mobile:	
Email:			

Percy Thomson Trust Volunteer Agreement

1. INTRODUCTION

- 1.1. We would like the time you spend volunteering with us to be as successful and mutually beneficial as possible.
- 1.2. To enable us to successfully work together it is always a good idea to understand your role, responsibilities and the support you should expect from us to enhance your volunteer experience.
- 1.3. This document will formalise the agreement between us and will be effective from the date you start as a volunteer with Percy Thomson Trust. It will stay in force until it is replaced or either of us decides we want to end the relationship.

2. AGREEMENT INTERPRETATION

- 2.1. This agreement *is not* an employment agreement; (paid employees are covered under entirely separate arrangements).
- 2.2. When we refer to Percy Thomson Trust, we are referring to the *whole* organisation. This includes all entities and functions.
- 2.3. The term “we” and “our” refers to you and Percy Thomson Trust; and
- 2.4. The term “you” refers to you as a Percy Thomson Trust volunteer

3. YOUR ROLE

- 3.1. Your volunteer role is to support the Percy Thomson Trust with the following key objectives for the Thomson Arboretum.
 - 3.1.1. Assist in the maintenance and presentation of the arboretum
 - 3.1.2. Promote the use of New Zealand indigenous plants
 - 3.1.3. Be ambassadors for the arboretum
 - 3.1.4. Encourage and educate visitors
- 3.2. You also agree to maintain Percy Thomson Trust’s positive reputation and image in all your interactions and not do anything at any time that might negatively affect this.

4. HOURS OF WORK IN THE VOLUNTEER ROLE

Percy Thomson Trust accepts your right as a volunteer to decline work when it is offered or choose to withdraw your services.

5. CARE OF PROPERTY

You agree to take good care of any Percy Thomson Trust property, including equipment, materials, documents, and resources.

6. ENDING YOUR ASSOCIATION

At the end of our association, you will return to your manager (or their nominee) all Percy Thomson Trust property.

7. MISCONDUCT

If we receive concerns or complaints about the way you have carried out your volunteer duties, they will be investigated, with your full involvement. If the issue is serious and your actions/inactions are substantiated after an investigation, Percy Thomson Trust may end your association. Serious action/s on your part could include but are not limited to: serious breaches of Percy Thomson Trust policy and/or negligence in the performance of your duties.

8. RESOLVING RELATIONSHIP PROBLEMS

If you have a concern about your association with Percy Thomson Trust, you can talk with your manager or their manager about it as soon as possible and ask for their support to address it. We will treat your complaint with respect and work to set in place a fair and timely process to try to help resolve the matter. You will participate fully in that process and work with us to try to resolve things promptly and constructively.

9. CHANGES TO THIS AGREEMENT

If we both agree to make changes to this agreement, these changes will be made in writing and signed by you and Percy Thomson Trust.

10. HEALTH SAFETY AND WELLBEING

- 10.1. Percy Thomson Trust takes its responsibilities under the Health & Safety at Work Act 2015 seriously. This means that by volunteering for us, you agree to do everything you can to ensure your own safety and wellbeing while you are at work; this includes:
- 10.2. Making sure the health, safety and wellbeing of others isn't jeopardised by your actions or inactions.
- 10.3. Using personal protective equipment appropriately.
- 10.4. Ensuring machinery and equipment is used correctly and that all safety devices provided are used and reporting any defective or broken equipment promptly.
- 10.5. Reporting any hazard in the workplace by completing a hazard report as per Percy Thomson Trust health and safety procedures.
- 10.6. Reporting accidents or near misses within 24 hours of the incident either by completing an incident report or directly to your manager who can lodge this report for you.

11. VOLUNTEER DECLARATION

- 11.1. By signing below, I confirm that I have been given a reasonable opportunity to review the content of the Volunteer Agreement Information, had the opportunity to have the terms and conditions explained to me, and that I was provided with the opportunity to seek independent advice about the content of this agreement.
- 11.2. I accept and understand the terms of this volunteer agreement and I will observe all Percy Thomson Trust policies and procedures described relevant to my role.

	Volunteer	Percy Thomson Trust
Signed:		
Name:		
Date:		



REPORT - FUTURE OPTIONS

Percy Thomson Trust Future Options

INTRODUCTION

Traditionally administrative and a range of other services required by the Percy Thomson Trust to run effectively have been provided by the Stratford District Council in return for an annual consideration of \$20,600. In recent times as the Trust moves through a significant repositioning process involving new Trustees, a new Trust Chair, and a new Gallery Director, there has been a much larger call on Council provided services which has resulted in undue stress to both parties.

Should Trustees consider the recommendations this paper offers to be feasible, Trust personnel might look forward to a greatly improved relationship with Council given that our needs (in order to maintain credibility and effectiveness) would no longer be competing with the priorities of various Council staff members.

This paper notes the challenges and proposes a way forward.

The first section contains the recommendations and some background. The second section talks about what has already happened and what still needs to happen to regain a steady state for Trust operations. The final section provides an indication of potential costs and savings.

SECTION ONE

Administration

The April meeting of the Trust has agreed:

THAT the Trust trial Jacqui Wood until the end of the 2025 financial year to deliver meeting administration, including agenda and minute preparation, as an interim trial, after which it will be reviewed alongside any other services provided by Council.

This deals with one of the most immediate causes for concern – namely the need to hold monthly meetings until a fair level of equilibrium is regained (previously meetings were bi-monthly). Further it will afford the Chair and Trustees the ability to view minutes within five days of the meeting being held which is crucial given the current high expectations on Trustees to undertake various tasks to ensure the smooth running of the enterprise. Finally, it facilitates more responsive attention to the preparation of agendas and various forms of follow-up that may be required.

Timely Reporting and Financial Management

As a Council Controlled Organisation (CCO) the Percy Thomson Trust are required to deliver six monthly reports, an annual report, and a Statement of Intent that responds to the Statement of Expectations supplied by the Council. In the interests of transparency and accountability the Trust Chair would prefer to deliver quarterly reports. In order to avoid the historic time-consuming and frustrating challenges of co-ordinating these reports it would be easier for the

Trust to be managing its own finances (the state of which comprise a significant component of the reporting).

There are two aspects to the finances – the timely preparation of them for external reporting purposes, and the presentation of financial information that is current enough that it allows Trustees to scrutinise information that will assist them in the responsible discharge of their fiduciary responsibilities. To date Trustees have been expected to sign off expenditure that has already occurred. This is neither safe nor best practice.

THAT: henceforth Percy Thomson Trust undertakes full responsibility for the preparation and timely submission of council reporting specifically but not limited to the Statement of Intent, six monthly report and the annual report; and further – undertakes to provide full reports on a quarterly basis.

The interconnectedness of the various financial instruments including accounts, accounts payable, accounts receivable and payroll indicate that a total withdrawal of all financial activity from Stratford District Council is the cleanest and most appropriate approach. This view is shared by the council Chief Executive Sven Hanne. To this end, the Trust is working on its own Financial Management Strategy (a draft should be available for the May meeting) and preliminary conversations have been held with CMK and Baker Tilly. CMK have indicated they do not have the capacity to take on our work, however Baker Tilly have indicated a ballpark figure that would include \$4600- \$5300 per annum, plus initial set up to transfer the accounts into XERO, and for the preparation of financial statements for audit, to the point where Council can consolidate our accounts into their own. Baker Tilly already work with over 30 Charitable Trusts, and have their own audit facilities. They are prepared to work with Audit NZ to prepare our accounts to meet the Council and CCO consolidation requirements. Baker Tilly have also indicated that once our accounts have been transferred into XERO, the annual accounting bill they have currently quoted, should reduce.

As a Council Controlled Organisation, the Percy Thomson Trust needs to enable reconciliation of their accounts with the Council's accounts for annual report and associated audit purposes. Sven has advised:

“If Percy Thomson Trust is not exempt from financial reconciliation and audit requirements then effectively what is in the recent annual reports is what will be required to be produced by the trust with the support of their financial services provider. Christine worked with our auditors over the past two years to align the PTT annual report with updated audit requirements and the individual headings as well as any disclosures included in the annual report are what is required for the end of the financial year – and for reconciliation with council. As discussed yesterday, (14 April discussion between Sven Hanne, Neil Volzke, Ellen Hall and Mary Bourke) auditors will also require access to staff/trustees as well as the financial provider maintaining these records for the trust to enable them to undertake this work. Most of this is currently done by Christine but she will not be able to speak to these records and transactions if she is not the one maintaining them going forward. It might be helpful if we arrange a conversation for you and our auditor (AuditNZ) to better understand their requirements and any implications (or pitfalls) they can see from the proposed separation. Percy Thomson Trust's most recent annual performance report is here:

<https://www.stratford.govt.nz/repository/libraries/id:2cvuccagl1cxbygm8445/hierarchy/Council%20Documents/Annual%20Plans%20and%20Reports/Percy%20Thomson%20Trust%20Annual%20Reports/Percy%20Thomson%20Trust%20-%20Annual%20Report%202024%20-%20August%202024.PDF>”.

THAT: in order to meet the reporting requirements in a timely manner, the Percy Thomson Trust undertakes full responsibility for its own financial management, including accounts, accounts receivable, accounts payable, and payroll including Paye and KiwiSaver

THAT: Baker Tilly be engaged to assist the Trust and that such arrangements commence at 1 July 2025.

THAT: in the interests of clarity, the Percy Thomson Trust engages the Council Auditor (Audit NZ) to undertake the annual audit for the 2025/26 financial year; and that the accounts be prepared in accordance with the model used to present the last year’s accounts (see link above).

THAT: a conversation between the Chair, Audit NZ, Baker Tilly and appropriate Council personnel be convened at the earliest possible convenience to better understand Audit NZ’s requirements and any implications (or pitfalls) they can see moving forward. Note: Chris Webby from Audit NZ did attempt to contact the Chair on Tuesday 15 April, however all subsequent attempts by the Chair to return the call have failed.

Ancillary Services

There are several “other” services that Council has provided as and when required. A quick trawl through previous minutes would indicate that while these services have been appreciated, there is a significant time delay on some activities, and as with the meeting administration there are conflicting priorities for Council staff. Accordingly, the next two recommendations are suggested for consideration.

THAT: the Percy Thomson Trust undertakes full responsibility for the administration of property services, responsible HR management practices, IT programmes (including document management) and hardware, and external communications from 1 July 2025.

THAT: the Percy Thomson Trust negotiate with Council a three-month trial period, for advice and/or emergency support in particular but not limited to IT, Health and Safety and legislative compliance, to be sought (and paid for) from SDC on an as is needed basis.

Matters for ongoing consideration

Toilet Facilities

The maintenance and cleaning of the toilets in the building is currently undertaken as part of the Council cleaning contract. The Council Chief Executive considers these facilities to be superfluous to the needs for the public – given the proximity of alternative facilities in the Centennial Building in Fenton Street and under the Clock Tower on Broadway.

Recognising that these facilities are the only option for tenants, and clients of the Café, it would not be unreasonable to factor the maintenance and cleaning costs into the next rental review which is due to occur in September 2026.

THAT: the Trust negotiates with the Council the continued provision of this service (maintenance and cleaning) until 31 June 2026 by which time the Trust will have established the cost of undertaking this service and provided reasonable notification that these costs will be incorporated into the revised lease agreements in September 2026. Note: this will mean a transition period (July – September) during which the Trust will need to budget to cover these costs.

Maintenance of gardens

When the Trust was established, the Council undertook to incorporate the maintenance of the gardens surrounding the building in Prospero Place, and the Arboretum on Cloten Road into their existing maintenance contracts, and the Trust paid for the development of the gardens in both locations. A productive and useful relationship has developed between the Trust and Council personnel who manage these contracts.

THAT: The Trust negotiates with the Council the ongoing provision of this service (mowing and garden maintenance) and clarifies the terms on which it will be delivered. Note: this service is not part of the \$20,600 fixed annual charge.

SECTION TWO

What has happened – What still needs to happen

Personnel

An operational review undertaken during the recent transition period (October – February 25) identified several inefficiencies and some operational tasks that had not been undertaken. The transition process has involved rectifying some of these things and is an ongoing pursuit. The incoming Gallery Director Catherine Rhodes assisted by Maree Burnnand (until 2 May), has picked up tasks previously undertaken by the Gallery Assistant. The opportunity exists to have a pragmatic look at the things that are required for the Gallery in particular, and the other responsibilities of the Trust in general, to be considered in the light of an environment that has evolved considerably since the establishment of the Percy Thomson Trust in 2002 (the building opened on 21 June 2002).

What still needs to happen:

- An appraisal of the tasks that need to be undertaken to ensure the smooth running of the Gallery and the Trust in general to ascertain what an “operations” role might include moving forward.
- As a result of streamlining operations, the Gallery Director’s role may require revision. At this stage a new structure is still under consideration.

In the meantime, there is much gratitude for the skills and goodwill that a committed team of volunteers bring to the gallery space. A small but equally enthusiastic team of people interested in helping at the Arboretum is currently under development.

Operational

A number of significant operational issues were identified across the Trust's systems and processes, many of which are now being actively addressed. These include:

- **Data and IT Systems:** The Trust was working from multiple outdated and unmaintained databases, including the Friends of the Gallery list – a former source of support now underutilised. The IT environment lacked a central document repository, making access to key information difficult. Work is now underway to streamline data systems and establish a core file storage solution.
- **Exhibition Planning:** The exhibition programme was poorly documented and inconsistently managed. The 2025 schedule existed only in outline form, with minimal supporting correspondence or contracts, and no show planned for December. The 2026 calendar included unconfirmed exhibitions and significant gaps, while 2027 was empty. Several dates were poorly timed, including openings scheduled on public holidays. Gallery hire fees were inconsistently applied.
- **Administration:** There was little to no paper trail for previous exhibition planning, a lack of operational databases, and disorganised filing systems (both digital and physical). Administrative procedures were unclear, and contact information and operational processes were not documented. The Friends of the Gallery programme was underdeveloped and inactive.
- **Financial Systems:** Payment and transaction processes were unclear and labour-intensive, with no working budget or established budget lines in place.
- **Property:** The gallery's HVAC system remains unreliable and is currently under review. Leaks and other basic maintenance issues were also noted.
- **Health and Safety:** Key compliance elements were missing – there was no gallery manual or Health and Safety policy, test and tag checks were long expired, and there was no induction process in place.
- **Percy's Place:** No stock inventory existed, and volunteer induction or support systems were absent. Behavioural expectations and operational guidance within the space were not documented.
- **General Conditions:** The premises had not been regularly maintained, with unclean and disorganised spaces, and no waste or recycling systems in place.

What still needs to happen:

- Whanganui field trip visit CCO – Catherine and Ellen

Finances

The investment portfolio had become very focused on property holdings. A recent review of the investment policy agreed that a diversified portfolio is a more responsible way to try and maintain the value of the Percy Thomson legacy, and a revised policy has been developed (adopted February 2025).

What still needs to happen:

- A divestment plan to transition the existing holdings into ethical categories that respond to the need to diversify is under development. This transition will require time as a rapid transfer of assets out of property at this stage would result in a significant loss of value from the original investment. A copy of the revised Investment Strategy can be found [in](#) Appendix One.

- A Financial Management Strategy is under development with the first draft being presented to the May meeting of the Trust.
- Conversation between Baker Tilly and Trustees (May meeting).
- Conversation between Chris Webby – Audit NZ and the Trustees and their Accountants.
- Grant/sponsorship applications where and when appropriate.

Key Documents

A number of key documents have been developed including:

- Strategic Plan (Appendix Two)
- Governance Workplan (Appendix Three)
- Volunteer Policy (Appendix Four)
- Updated Investment Strategy (Appendix One)

What still needs to happen:

- IT Policy – under development
- Information and Records Management – under development
- Communications and Marketing Strategy including Social Media Policy – under development
- Code of Conduct and Self Evaluation for Governance Strategy – due September 2025
- Gallery Operations Plan – due July 2025

For a fuller indication of the workstreams in place to re-establish a steady state please check Appendix Three

SECTION THREE

What might it cost?

Function	Comment	Approx Cost Per Annum
Agenda preparation and minutes	Based on 15 hours per month @ \$50.00 per hour	9,000
Baker Tilly financial management	Initial quote is \$4600 to \$5300 per annum, once all transferred into XERO, this should reduce	5,300
Transfer to and training in XERO	\$70 per hour to transfer accounts into Xero, I don't have a final quote for this.	1,500
Operations Officer role	Based on 30 hours per week @ \$34 per hour	53,040
Approximate Total		68,840
Savings – Real and Potential		
Payment to Council		20,600
Disestablished Gallery Assistant role		24,450
Audit costs	These costs are inflated due to the need to consolidate the accounts into the Council annual accounts – firstly, and secondly due to the challenges around appropriate valuations for property – which hitherto has formed a significant part of the investment portfolio	10,000
Approximate Total		55,050

There are Impediments to being Council Controlled (The Elephant in the Room)

- Adherence to LGOIMA and the Public Records Act is time consuming and unnecessarily intrusive for the effective running of what is essentially a Charitable Trust.
- Audit costs are inflated due to the need to consolidate Trust annual accounts with Council annual accounts
- Eligibility to access funds from external funding sources is severely compromised due to many funders regarding the Gallery as a department of the Council

In Summary

The Council will be aware of the challenges that the Trust has been facing as the Trust Chair has been keeping the Mayor well informed since she accepted the role in October 2025.

The Trust is hopeful that by reducing stress on the priorities of council staff, a more collegial relationship can emerge. Since the establishment of the Trust there has been a relentless evolution of the environment that both the Council and the Trust must work in. The relationship with the Council over twenty years is now moving into another phase and we look forward to responding to that holding always the best interests of the Percy Thomson Trust front of mind.

Re-establishment of interactions at the appropriate level between Council personnel and Trust personnel will assist this process (Kanohe ki te kanohe and Mana ki te mana).

Trustees have been concerned that the current financial management arrangements lack transparency and do not meet their obligations as overseers of a Charitable Trust. The very recent changes to Council services that allow Trustees to sign off accounts before they are paid has been welcome.

It must be acknowledged that there are as many non-material advantages as there are perceived fiscal disadvantages with choosing to find alternative ways to manage the Trust's affairs. Relationships, responsiveness and reputational risk are important to both current and potential Trustees who are giving their time and expertise on a voluntary basis. Being able to recruit good people in either governance or paid roles is key to the ongoing success and viability of the Percy Thomson Trust.

Ellen Hall
Chairperson



APPENDIX ONE

Policy:	Investment Policy
Approved by:	Percy Thomson Trust
Effective date:	20 March 2025
Next review date:	March 2026

1. PHILOSOPHY

The investment strategy of the Percy Thomson Trust is to contribute income required to help achieve the Trust objectives whilst also inflation-proofing the capital base.

2. CRITERIA FOR INVESTMENT

Investments must be made to optimise returns while balancing risk and return considerations. As a responsible Trust with a public benefit aim, the Percy Thomson Trust investments should carry an appropriate level of risk. The criteria to be applied to investments are:

- Safety of Capital – Safety of capital is a dominant consideration in all investment decisions.
- Liquidity – Investments are managed to ensure that sufficient funds are available to meet liabilities as and when they fall due.
- Returns – Long term investments reflect the objective of maximizing returns in excess of the inflation rate consistent with appropriate risk exposure and to provide consistent real income over the long term.

3. PERFORMANCE MEASURES

Maintain the real value of the capital of the Trust with regard to inflation. (using the Statistics New Zealand All Groups CPI).

4. TYPES OF INVESTMENT

The Trust may hold the following types of investments. See other sections of this policy for restrictions on the management of each type.

- Bank deposits, bank accepted bills and bank issued certificates of deposit
- Short term Promissory Notes issued by companies and Local Authorities
- Stocks and bonds issued by Government, SOE's, Local Authorities and suitably rated Corporate entities
- Shares in listed public companies
- Real Estate
- Professionally managed portfolios of investments, either by direct investment or through Unit Trusts including:
 - Equities both New Zealand and overseas domiciled
 - Fixed interest both New Zealand and overseas domiciled
 - Short term cash
 - Property via listed property vehicles or investment funds



- Alternative Assets (including but not limited to, private equity, venture capital, infrastructure, hedge funds, commodities, agriculture, horticulture, carbon, private credit, asset backed securities) via investment funds

The following types of investments are prohibited:

- Loans to individuals
- Loans to community organisations

5. ASSESSMENT AND MANAGEMENT OF RISKS BY TYPE OF INVESTMENT

5.1. Authorised Bank Instruments

The Trust may invest in any registered bank in New Zealand subject to the following:

- The bank remains the primary debtor throughout the term of the investment.
- Investments will only be in banks on the list of registered banks in New Zealand as approved by the Reserve Bank of New Zealand.
 - Any other organisation with a Standard and Poor's short term credit rating of A-3 or better and a long-term credit rating of A- or better (equivalent Moody's ratings may be used).
- Up to 100% of the available funds may be invested.
- A maximum of 50% of the total investments issued by the financial market (which is made up of short-term bank deposits, promissory notes and long-term stocks and bonds including those issued by Local Authorities and Government Stock) may be invested with any one bank.
- Deposits may not include foreign currency.

5.2. Promissory Notes by NZ Companies and Local Authorities

The Trust may invest in Promissory Notes issued in New Zealand by Corporates and Local Authorities in New Zealand currency subject to the following:

- Up to 35% of the available funds may be invested where the Promissory Notes are issued by any company in New Zealand subject to the issuer having a Standard and Poor's long term credit rating of Investment Grade or better (equivalent Moody's ratings may be used) and subject to a maximum 20% of the total investments with any one issuer.
- The term is no more than 180 days.
- The interest rate must be better than Bank deposits for the same term.
- For registered Promissory Notes the note must be held in the Trust's name.
- For 'bearer' Promissory Notes, the certificate may be held by the Trust or by a suitable agent such as a Bank.
- To avoid the Trust being exposed to settlement risk, payment on maturity or sale requires settlement by 'Cleared Funds'.



5.3. Authorised Stock or Bond Investments

The Trust may invest in any fixed term stock or bond issued in New Zealand subject to the following:

- Up to 100% of the available funds may be invested where the stock is issued by the New Zealand Government or State-Owned Enterprise guaranteed by the Government.
- Up to 100% of the available funds may be invested where the stock is issued by a Local Authority and is rate secured, but subject to a maximum of 50% of the total investments with any one issuer.
- Up to 80% of the available funds may be invested where the bonds are issued by any company in New Zealand subject to the issuer having a Standard and Poor's long term credit rating of Investment Grade or better (equivalent Moody's ratings may be used) and subject to a maximum 20% of the total investments with any one issuer.

5.4. Shares in Listed Public Companies

The Trust may invest in any public company listed on the New Zealand Stock Exchange subject to the following:

- Specific resolution is required by the Trust to invest directly in a listed equity, such resolution to have considered professional advice from a broker.
- There is to be an annual review by a broker to assess price, total value, and hold or sell advice.
- Up to 30% of the available funds may be invested.

5.5. Real Estate

The Trust may invest in real estate subject to the following:

- The property is directly linked to the aims and purpose of the Trust; or
- The property was included in the initial assets of the Trust.

5.6. Diversification Summary

Investment Category	Fund Weighting Restriction	Other Restrictions
Bank Instruments	100% of fund	Maximum 50% with any one bank
Promissory Notes	35% of fund	No more than 180 days; No more than 20% with one issuer
Authorised Stock/Bonds	100% of fund Government Stock; 100% of fund Local Authority; 80% of fund Others	No more than 50% with one Local Authority; No more than 20% with one issuer
Listed Shares	75% of fund	
Real Estate	75% of fund	Aims of Trust
Professional Portfolios	90% of fund	

This table applies if there are no professionally managed portfolios.



5.8. Professionally Managed Portfolios

The Trust may invest in professionally managed portfolios subject to the following:

- In selecting the fund manager, the Trust shall consider:
 - Performance and competence
 - Diversification of the asset class
 - Expected return
 - Volatility of return, both in the past and expected
 - Trust's tolerance to risk
- The management of the investment, once made with a professional Fund Manager, shall be handled entirely by that Fund Manager. Therefore, restrictions stated elsewhere in this policy governing the selection and handling of direct investments shall not apply.

6. REPORTING

The Percy Thomson Trust shall receive with each set of accounts reported to the Trust a statement of investments including book value, maturity date, return, market value, and other features deemed relevant.

Delegated authority to act on all investments in accordance with this policy, (except Real Estate, Shares, and Professionally Managed Funds) is granted to the Chair of the Trust and any one other authorised account signatory.

7. RESPONSIBLE INVESTMENT POLICY

The Trust is a community-based entity and as such are mindful of environmental, social, and governance (ESG) factors. When selecting any investments, reference will be made to the ten principles of the United Nations Global Compact. These are as follows:

Human Rights

- 1 Businesses should support and respect the protection of internationally proclaimed human rights; and
- 2 Make sure that they are not complicit in human rights abuses.

Labour

- 3 Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- 4 The elimination of all forms of forced and compulsory labour;
- 5 The effective abolition of child labour; and
- 6 The elimination of discrimination in respect of employment and occupation.

Environment

- 7 Businesses should support a precautionary approach to environmental challenges;
- 8 Undertake initiatives to promote greater environmental responsibility; and
- 9 Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

- 10 Businesses should work against corruption in all its forms, including extortion and bribery.

The Percy Thomson Trust Strategy

Our Mission: *“To fulfil the wishes of the bequest by the late Mr Percy Thomson” – namely to be responsible for the ongoing establishment and maintenance of an arboretum, herbarium and art gallery in Stratford.*

Our Values: *In meeting our mission we will be guided by the following values:*

- *Informed decision-making*
- *Respect for all stakeholders*
- *A sense of adventure*
- *Open and honest communications*
- *Prudent financial management*

Our Stakeholders:

- *Percy Thomson*
- *Ratepayers and the wider community*
- *Council*
- *Percy Thomson Staff*
- *Gallery and Arboretum Volunteers*
- *Artists*
- *Trustees*

Our Guiding Documents:

- *Percy Thomson Trust Deed*
- *Statement of Intent*

Our Key Policy Documents:

- *Financial and Risk Management Strategy*
- *Investment policy*
- *Governance policy and workplan*
- *Asset Management Plan*
- *Communications and Marketing Strategy*
- *Arboretum Management Plan*

We will honour the objects of the Percy Thomson Trust thus:

- *The “ongoing establishment and maintenance” of the gallery and Percy’s Place will include:*
 - *the delivery of exhibitions and outreach programmes that will challenge, entertain and/or educate a diverse range of gallery visitors*
 - *an ongoing programme of analysis and evaluation*
 - *maintenance of useful data such as but not limited to visitor numbers*
 - *efficient and equitable management of Percy’s Place suppliers and volunteers*
- *The “ongoing establishment and maintenance” of the arboretum will be carried out in accordance with the aspirations set out in the Trust’s own arboretum management plan, and the levels of service promised by Stratford District Council.*
- *The “ongoing establishment and maintenance” of the herbarium will be managed by provision of links to appropriate repositories of information relating to local flora on the Percy Thomson website.*

Percy Thomson Trust Governance Workplan 2025-2026

	Activities and Policy Reviews	Notes
Permanent agenda items	<ul style="list-style-type: none"> • Health and Safety • Conflicts of Interest • Risk Management Schedule • <i>Board performance evaluation???</i> 	
March	Review <ul style="list-style-type: none"> • Draft Strategic Plan • Investment Policy Statement • Governance Workplan • Herbarium – review links on website • Investment policy <i>Exhibition Opening 21st</i>	<ul style="list-style-type: none"> • Strategic Plan adopted March 25 • Policy Statement Completed March 25 • Investment Policy adopted March 25
April	Receive <ul style="list-style-type: none"> • Receive updated Strategic Plan • Receive updated Investment Policy • Complete Field Trip (H&S) Review <ul style="list-style-type: none"> • IT policy (inc privacy, information management, acceptable use) <i>Exhibition Opening 18th</i>	
May	Review <ul style="list-style-type: none"> • Operational review • Staff management arrangements – in house or outsourced? (SoE) • Gallery Director Performance • Gallery Hireage and Commissions policies • Health and Safety Policy • Council service arrangement • Financial Management Strategy Receive <ul style="list-style-type: none"> • Draft annual budget <i>Exhibition Opening 23rd</i>	
June	Receive <ul style="list-style-type: none"> • First draft of the high-level forecast of finances – next 1 – 5 years • Operations Plan • Adopt annual budget • Communications and Marketing Strategy Review <ul style="list-style-type: none"> • HR policy (including Succession Planning, Code of Conduct, Remuneration Policy) 	
July	Receive <ul style="list-style-type: none"> • First draft Annual Report • Education policy • Gallery Operations Plan <i>Exhibition Opening 4th</i>	

August	Review <ul style="list-style-type: none"> • Gallery Director Performance • Skills Matrix for Trustee succession Planning • Dates for retirement or selection of new trustees • Recommendations to Council for replacement trustees Exhibition Opening 8th	Council appoint new Trustees at their October ordinary meeting (1 st Tuesday of month)
September	Review <ul style="list-style-type: none"> • Governance Policy, Code of Conduct and Governance Self-Evaluation Plan Exhibition Opening 12th	
October	AGM <ul style="list-style-type: none"> • Trust appoints its Chairperson • Trust confirms appoint of new Trustees Exhibition Opening 10th	
November	Review <ul style="list-style-type: none"> • Gallery Director Performance Exhibition Opening 21st	
December	Exhibition Opening 19th	
January 2026	Review <ul style="list-style-type: none"> • Acquisition, deaccession and collection development policies • Asset Management Plan 	
February 2026	<ul style="list-style-type: none"> • Fieldtrip • 6 Monthly report • Statement of Intent • Gallery Director Performance Review • Review Strategic Plan (26) 	

Policy/Strategy	Responsibility	Review Cycle	Next Review
Percy Thomson Trust Strategy	Trust and Gallery Director	Annual	
Governance Policy <ul style="list-style-type: none"> - Remuneration Policy - Code of Conduct - Self-evaluation plan 	Trust		
Gallery Operations Plan <ul style="list-style-type: none"> - Education Policy - Gallery Hireage and Commission Policy 	Gallery Director		
Arboretum Management Plan			
Acquisition, de-accession and collection development policies	Gallery Director		
Communications and Marketing Strategy <ul style="list-style-type: none"> - Stakeholder Engagement Plan - Publicity and Promotions Plan - Social Media Policy - Friends Policy 	Gallery Director		
Health and Safety Policy	Trust		April – draft May - adopt
Financial Management Policy <ul style="list-style-type: none"> - Risk Management Policy - Investment Policy - Revenue Generation Plan 	Trust	Annual	
Asset Management Plan <ul style="list-style-type: none"> - Building maintenance - Chattels - IT equipment 	Trust		
HR Policy <ul style="list-style-type: none"> - Code of Conduct 	Trust		
IT Policy <ul style="list-style-type: none"> - Information Management Policy - Acceptable Use Policy 	Trust		
Succession Planning <ul style="list-style-type: none"> - Dates for retirement or selection of new members - Selection Process 	Trust		



APPENDIX FOUR

Policy:	Volunteer Policy – Arboretum
Approved by:	Percy Thomson Trust
Effective date:	8 May 2025
Next review date:	May 2026

1. POLICY STATEMENT

Percy Thomson Trust recognises the immense value of volunteers and the critical role they play in supporting the Trust's operations and mission. We are committed to fostering a supportive and inclusive environment where volunteers are respected, appreciated, and empowered to make a meaningful impact.

2. PURPOSE

The purpose of this policy is to provide guidance to trustees, managers, and employees on the process of engaging volunteers within or to the Percy Thomson Trust for the arboretum.

3. SCOPE

This policy applies to all volunteers who support the arboretum and managers of Percy Thomson Trust.

4. PRINCIPLES

- 4.1. Volunteers are an asset to the Trust and should be treated with fairness and respect
- 4.2. Volunteers should only be assigned tasks within their level of expertise and training
- 4.3. Adequate safety measures and precautions must be implemented, particularly in higher-risk areas, to ensure the well-being of volunteers
- 4.4. Volunteers should be engaged to complement and strengthen the efforts of the Trust.
- 4.5. Accurate records of volunteer hours should be maintained to ensure proper documentation

POLICY



PERCY THOMSON TRUST

5. DEFINITIONS

Volunteer	A Volunteer is defined as a person neither expecting nor receiving payment for tasks. Volunteers do not include those on work experience or training. Volunteers are not deemed to be employees of the Trust under the Employment Relations Act 2000 or amended legislation.
Manager	A Manager is defined as a person who is responsible for supervising volunteer/s.

6. ROLES AND RESPONSIBILITIES

Volunteers	Must adhere and comply with this policy and associated procedures.
Volunteers/Manager	Ensure appropriate documentation is completed and filed Promote the principles of this policy Notify applicable personnel of the requirements of the policy, procedures and guidelines
Trustees	Promote the principles of this policy Notify applicable personnel of the requirements of the policy, procedures and guidelines Approve system development to support policy and processes Administer requirements of policy/process relating to annual leave Monitoring and updating of this policy, procedure, guidelines and rules

7. VOLUNTEER INFORMATION SHEET

- 7.1. All volunteers should complete the Volunteer Information Form prior to their first volunteer work for Percy Thomson Trust. Any changes to the original information should be updated as relevant.

8. HEALTH AND SAFETY

- 8.1. The intent of Percy Thomson Trust is to provide protection for all volunteers in all places of work managed by the Trust.
- 8.2. As part of a volunteer's induction with the Trust, the volunteer should be made aware of the following:
- 8.2.1. Volunteers' manager



- 8.2.2. Familiarity with emergency procedures, a discussion of any hazards in the workplace, and access to health and safety policies and procedures.
- 8.2.3. Volunteers are required to adhere to site health and safety policies and procedures.
- 8.2.4. Volunteers must bring any hazards they have identified to their manager and report any accident or near-miss accident.
- 8.2.5. If a volunteer has an accident while on Trust property, they must report the incident to their supervisor/manager and record it.

9. ASSOCIATED DOCUMENTS

- 9.1. Human Resources Policy
- 9.2. Human Rights Act 1993
- 9.3. Employment Relations Act 2000
- 9.4. Privacy Act 1993
- 9.5. Health and Safety at Work Act 2015

10. APPENDICES

- 10.1. Appendix 1 – Volunteer Information Form
- 10.2. Appendix 2 – Volunteer Agreement

REPORT - FUTURE OPTIONS



PERCY THOMSON TRUST

APPENDIX 1

Percy Thomson Trust Volunteer Information Form - Arboretum

VOLUNTEER ROLE	
Name of Role:	Friend of Percy Thomson Arboretum
Reporting to:	Arboretum Coordinator
Start Date:	

PERSONAL DETAILS			
First name(s):			
Last name:			
Preferred name:			
Postal address:			
Home Phone:		Mobile:	
Email:			

EMERGENCY CONTACT DETAILS			
Name:			
Relationship:			
Home phone:		Mobile:	
Email:			



APPENDIX 2

Percy Thomson Trust Volunteer Agreement

1. INTRODUCTION

- 1.1. We would like the time you spend volunteering with us to be as successful and mutually beneficial as possible.
- 1.2. To enable us to successfully work together it is always a good idea to understand your role, responsibilities and the support you should expect from us to enhance your volunteer experience.
- 1.3. This document will formalise the agreement between us and will be effective from the date you start as a volunteer with Percy Thomson Trust. It will stay in force until it is replaced or either of us decides we want to end the relationship.

2. AGREEMENT INTERPRETATION

- 2.1. This agreement *is not* an employment agreement; (paid employees are covered under entirely separate arrangements).
- 2.2. When we refer to Percy Thomson Trust, we are referring to the *whole* organisation. This includes all entities and functions.
- 2.3. The term “we” and “our” refers to you and Percy Thomson Trust; and
- 2.4. The term “you” refers to you as a Percy Thomson Trust volunteer

3. YOUR ROLE

- 3.1. Your volunteer role is to support the Percy Thomson Trust with the following key objectives for the Thomson Arboretum.
 - 3.1.1. Assist in the maintenance and presentation of the arboretum
 - 3.1.2. Promote the use of New Zealand indigenous plants
 - 3.1.3. Be ambassadors for the arboretum
 - 3.1.4. Encourage and educate visitors
- 3.2. You also agree to maintain Percy Thomson Trust’s positive reputation and image in all your interactions and not do anything at any time that might negatively affect this.

4. HOURS OF WORK IN THE VOLUNTEER ROLE

Percy Thomson Trust accepts your right as a volunteer to decline work when it is offered or choose to withdraw your services.



5. CARE OF PROPERTY

You agree to take good care of any Percy Thomson Trust property, including equipment, materials, documents, and resources.

6. ENDING YOUR ASSOCIATION

At the end of our association, you will return to your manager (or their nominee) all Percy Thomson Trust property.

7. MISCONDUCT

If we receive concerns or complaints about the way you have carried out your volunteer duties, they will be investigated, with your full involvement. If the issue is serious and your actions/inactions are substantiated after an investigation, Percy Thomson Trust may end your association. Serious action/s on your part could include but are not limited to: serious breaches of Percy Thomson Trust policy and/or negligence in the performance of your duties.

8. RESOLVING RELATIONSHIP PROBLEMS

If you have a concern about your association with Percy Thomson Trust, you can talk with your manager or their manager about it as soon as possible and ask for their support to address it. We will treat your complaint with respect and work to set in place a fair and timely process to try to help resolve the matter. You will participate fully in that process and work with us to try to resolve things promptly and constructively.

9. CHANGES TO THIS AGREEMENT

If we both agree to make changes to this agreement, these changes will be made in writing and signed by you and Percy Thomson Trust.

10. HEALTH SAFETY AND WELLBEING

- 10.1. Percy Thomson Trust takes its responsibilities under the Health & Safety at Work Act 2015 seriously. This means that by volunteering for us, you agree to do everything you can to ensure your own safety and wellbeing while you are at work; this includes:
- 10.2. Making sure the health, safety and wellbeing of others isn't jeopardised by your actions or inactions.
- 10.3. Using personal protective equipment appropriately.
- 10.4. Ensuring machinery and equipment is used correctly and that all safety devices provided are used and reporting any defective or broken equipment promptly.
- 10.5. Reporting any hazard in the workplace by completing a hazard report as per Percy Thomson Trust health and safety procedures.
- 10.6. Reporting accidents or near misses within 24 hours of the incident either by completing an incident report or directly to your manager who can lodge this report for you.

POLICY



PERCY THOMSON TRUST

11. VOLUNTEER DECLARATION

- 11.1. By signing below, I confirm that I have been given a reasonable opportunity to review the content of the Volunteer Agreement Information, had the opportunity to have the terms and conditions explained to me, and that I was provided with the opportunity to seek independent advice about the content of this agreement.
- 11.2. I accept and understand the terms of this volunteer agreement and I will observe all Percy Thomson Trust policies and procedures described relevant to my role.

	Volunteer	Percy Thomson Trust
Signed:		
Name:		
Date:		

Operations Officer at Percy Thomson Trust

About Us:

The Percy Thomson Trust is a Charitable Trust that exists to develop and maintain an Art Gallery and Arboretum located in Stratford, Taranaki New Zealand. The Trust also maintains an Herbarium that is accessed through various websites.

Job Summary:

We're looking for an innovative and enthusiastic administrator with great communication and collaboration skills to add value to our superb team comprising our Gallery Director, to whom you would be reporting, casual staff and growing pool of volunteers. In this role, you'll be responsible for wrangling all of these people and ensuring that our paperwork is maintained in a user-friendly fashion.

Key Relationships:

Reporting to:	Gallery Director
Interacting with:	Trustees of the Percy Thomson Trust
	Casual Staff
	Volunteers in the Gallery, Percy's Place and the Percy Thomson Arboretum

Skills and Attributes:

- **Essential Skills:** [List the must-have skills and experience needed for the job]
 - Confidence using excel, word, email
 - Working knowledge of Xero
 - Communications – written, spoken, social media
 - Ability to meet deadlines
 - Diplomacy and discretion!
- **Attributes:**
 - A sense of humour
 - Self-starting

Qualifications:

- Driver's license is preferred

Location and Work Schedule:

- The office is located within the Percy Thomson Gallery at Prospero Place in Stratford
- The position is 30 hours per week, over five days
- The Gallery is generally open 7 days per week and some weekend work may be negotiated as and when required

Remuneration and Benefits:

- **Salary:** *[Mention the salary range or compensation structure]*
- **Benefits:**
 - *What would the leave entitlements be?*
 - This is an opportunity to work in a dynamic environment with people who are creative and passionate

Responsibilities:Financial management

- Accounts payable
- Accounts receivable
- Wages – KiwiSaver and Paye
- Xero
- Managing annual audit

Funding

- Preparation of applications to third party funders

Database Management

- Maintenance of a schedule of funders and their deadlines/criteria for applicants
- Volunteers at the Gallery, Percy's Place and the Arboretum
- Friends of the Gallery (alongside the Gallery Director) and Friends of the Arboretum
- Suppliers
- Contractors
- Shopify – Percy's Place

Communications (alongside Director)

- Media – managing media releases
- Publicity – Co-ordinating information and images for publicity material
- Social media – Ensuring a regular schedule of posts across the Percy Thomson social media platforms

Administration

- Meeting agendas
- Minutes
- Correspondence
- Legislative compliance
- Preparation of reports
- Statement of intent
- 6 monthly reports
- Annual report

Property management

- Co-ordinating building maintenance
- Managing tenancies and tenants

Policy development

- Preparation of draft Policy for Trust sign-off
- Managing the policy review schedule

Any such other tasks that may be deemed appropriate from time to time

PERCY THOMSON TRUST

BUDGET

1 July 2025 - 30 June 2026

<u>2024/25</u>		<u>2025/26</u>
<u>Budget</u>		<u>Forecast</u>
\$		\$
<u>PROPERTY</u>		
Revenue		
14,100	Café Lease	17,544
0	External Funding - building maintenance	130,885
1,400	Post Box Lobby Rental	1,440
18,000	Building lease	18,000
33,500	Total Property Revenue	167,869
Expenditure		
84,050	Depreciation	99,800
13,000	Insurance	15,000
1,898	Rates (Services Only)	1,898
20,000	Repairs and Maintenance Building	130,885
5,000	Repairs and Maintenance Arboretum	5,000
1,000	Herbarium	0
124,948	Total Property Expenditure	252,583
(91,448)	Surplus (Deficit) from Property	(84,713)

<u>2024/25</u>		<u>2025/26</u>
<u>Budget</u>		<u>Forecast</u>
\$		\$
<u>ART GALLERY</u>		
Revenue		
50,000	External Funding - Gallery Operations	50,000
18,692	Taranaki Foundation	0
1,600	Membership and "Friends" Donations	1,200
11,000	Rental/Hireage	11,000
3,000	Donation Box	4,000
12,000	Commission - Percy's Place	12,000
6,000	Commission - Gallery	6,000
102,292	Total Art Gallery Revenue	84,200
Expenditure		
350	ACC Levy	400
15,000	Energy Costs	15,000
1,000	Art Insurance	1,100
800	Miscellaneous	800
20,000	Other Exhibitions	20,000
10,000	National Exhibition	10,000
18,692	Emergence Exhibition	0
200	Publications & Subscriptions	300
0	IT costs	4,050
135,000	Salary, Wages and Employment Related Costs	120,000
1,500	Staff Training	1,500
3,600	Telephone & Tolls	3,000
206,142	Total Art Gallery Expenditure	176,150
(103,850)	Surplus (Deficit) from Art Gallery	(91,950)

<u>2024/25</u>		<u>2025/26</u>
<u>Budget</u>		<u>Forecast</u>
\$		\$
<u>OTHER REVENUE AND EXPENDITURE</u>		
Other Revenue		
35,000	Interest	20,000
50,000	Stratford District Council Grant	50,000
0	Capital profit on sale of investments	117,000
85,000	Total Other Revenue	187,000
Other Expenditure		
20,600	Administration	20,600
25,000	Audit Fees	25,000
2,970	Trustee Liability Insurance	2,970
300	Investment Expenses	300
48,870	Total Other Expenditure	48,870
36,130	Surplus (Deficit)	138,130

<u>2024/25</u>		<u>2025/26</u>
<u>Budget</u>		<u>Forecast</u>
\$		\$

SUMMARY COST OF SERVICE STATEMENT

<u>REVENUE</u>		
33,500	Property	167,869
102,292	Art Gallery	84,200
85,000	Other Revenue	187,000
220,792	Total Revenue	439,069
<u>OPERATING EXPENDITURE</u>		
124,948	Property	252,583
206,142	Art Gallery	176,150
48,870	Other Expenditure	48,870
379,960	Total Operating Expenditure	477,603
(159,168)	Operating Surplus (Deficit)	(38,533)
(159,168)	Net Operating Surplus (Deficit)	(38,533)
84,050	Add back depreciation (non-cash)	99,800
(75,118)	Cash Surplus (Deficit)	61,267