



T/15/10

## MINUTES

### ORDINARY MEETING OF TRUSTEES

**Date:** Tuesday, 29 September 2015  
**Time:** 7.00pm  
**Place:** Trust Office, Perry House, 360 Tristram Street, Hamilton

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**PRESENT:** Trustees Ingle (Chair), Bunting, Chibnall, Hamill (via Skype telecommunications device), Harding & Isaac

**IN ATTENDANCE:** Trust Manager & Trust Secretary

**APOLOGIES:** Trustee Williams & Grants Manager

**CONFLICT OF INTEREST DECLARATIONS:** Nil

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The Chair noted that Trustee Hamill was attending the meeting via Skype and reminded Trustees of the protocol around this under Rule 14.0 of the Trust Deed.

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#### AGENDA ITEM

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**T/15/10/1.0 OTHER REPORTS**

**T/15/10/1.1 Community Perceptions Benchmark Research Findings 2015 (Ref: 35/40)**

A report from the Trust Manager dated 3 September 2015 was circulated. A summary report from Key Research was circulated separately.

Anthony Calcutt from Key Research gave a presentation on the findings from the 'Community Recognition and Satisfaction with the WEL Energy Trust' survey.

**MOVED:** (Isaac/Bunting) That the report be received for information and discussion.

**CARRIED**

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**T/15/10/2.0     DISTRIBUTIONS**

**T/15/10/2.1     August 2015 Quick Response Grants Round (Ref: 60/4/2015)**

A report from the Trust Manager dated 28 August 2015 was circulated.

**MOVED:** (Ingle/Harding) That the report be received for information.

**CARRIED**

**T/15/10/2.2     Convening and Organisational Development Fund – Balloons Over Waikato (Ref: 60/60/1)**

A report from the Grants Manager dated 4 September 2015 was circulated.

**MOVED:** (Harding/Hamill) That the Trust supports the Balloons Over Waikato Charitable Trust via a \$10,000 grant from the Convening and Organisational Development fund in order for it to engage a Consultant to assist with an application to Major Events New Zealand.

**CARRIED**

*Votes recorded against: Trustees Bunting & Chibnall*

**T/15/10/2.3     Business and Economic Development and Workability Fund and Major Transformational Grants Criteria (Ref: 60/5)**

A report from the Trust Manager dated 17 September 2015 was circulated.

**MOVED:** (Ingle/Harding) That:

1. The report be received for information and discussion.
2. The Grants Manager develops more specific criteria in relation to the Major Transformational Project grants and the Business/Economic Development and Workability Fund for consideration at the October Trust meeting, and includes the criterion that organisations applying to either of these two funds will not be precluded from receiving a grant from the Trust's Community Support or Quick Response rounds in the same calendar year.
3. Applicants to the Business/Economic Development and Workability Fund be permitted to make brief presentations to the Trust on their applications at the funding meeting.

**CARRIED**

**T/15/10/2.4     Grant Criteria – Uniforms (Ref: 60/5)**

A report from the Grants Manager dated 9 September 2015 is attached.

**MOVED:** (Ingle/Isaac) That the criterion stating that *"The Trust does not fund sports uniforms or uniforms in general"* remains in the Trust's grants criteria.

**CARRIED**

**T/15/10/2.5 Grants System and Assessment Process: Feedback and Discussion Points**  
(Ref: 60/4/2015)

A report from the Grants Manager dated 9 September 2015 was circulated.

**MOVED:** (Ingle/Harding) That:

1. The report be received for information and discussion.
2. The 'Flourishing Families & Liveability' and 'Enhancing Image & Building Community Pride' strategic outcome areas be grouped together under 'Community' for the September 2015 Community Support round, for budgeting purposes only.
3. Any funds that have been unspent/uncommitted at the end of the year be allocated to the Major Transformational Project Grants fund, and this process is to include a review of the February 2016 Quick Response budget.
4. The following process be used when deciding on Multi-Year grant recipients:
  - Base criteria be confirmed for initial inclusion for consideration for a Multi-Year grant
  - Trustees indicate possible organisations for consideration as part of the September 2015 Community Support round assessment process
  - Following the November meeting, staff collate a list of possible organisations from Trustee and staff nominations, including those from the June 2015 Community Support round
  - Grants Committee shortlists approximately 20 organisations against criteria and assessment notes
  - A report be prepared for the December Trust meeting, including comments and recommendations
  - 10-15 organisations to be selected at the December Trust meeting, according to available budget
  - Organisations approached and offered Multi-Year grant and if accepted, details finalised and an agreement prepared for signing
5. A separate funding meeting be held on Wednesday 25 November 2015 in order to decide on allocations for the September 2015 Community Support round.

**CARRIED**

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**T/15/10/3.0 MANAGEMENT REPORTS**

**T/15/10/3.1 Resolution Schedule**

The Resolution Schedule dated 3 September 2015 was circulated for noting.

**MOVED:** (Ingle/Harding) That the Resolution Schedule be noted.

**CARRIED**

**T/15/10/3.2 Trustee Expense Claims, Meeting and Workshop Attendance (Ref: 15/2 & 15/20/3)**

A report from the Trust Secretary dated 3 September 2015 was circulated for noting.

**MOVED:** (Ingle/Harding) That the schedule of expenses claimed by Trustees and the schedule of Trustee meeting attendance be noted.

**CARRIED**

**T/15/10/3.3 Ongoing Projects Status Report (Ref: 60/60/6)**

A report from the Grants Manager dated 8 September 2015 was circulated for noting.

**MOVED:** (Chibnall/Bunting) That the report be noted.

**CARRIED**

**T/15/10/3.4 Financial & Budget Report (Ref: 20/10)**

A report from the Financial Administrator for the month of August 2015 was circulated.

**MOVED:** (Hamill/Chibnall) That the financial and budget report to 31 August 2015 be adopted.

**CARRIED**

**T/15/10/3.5 Risk Management (Ref: 30/60)**

A report from the Trust Secretary for the month of September 2015 was circulated for noting.

**MOVED:** (Ingle/Harding) That the report be noted.

**CARRIED**

**T/15/10/3.6 Energy Trusts of New Zealand (Ref: 5/30/15)**

A report from the Trust Secretary for the month of September 2015 was circulated.

**MOVED:** (Ingle/Hamill) That:

1. Trustee Harding and the Trust Manager attend the ETNZ Spring Conference to be held in Paihia from 12 to 13 November 2015.
2. Trustees attending the Conference be given delegated authority to decide at the Conference any matters requiring a vote.
3. Decisions made at the Conference be determined on a simple majority vote of those in attendance and eligible to vote.

**CARRIED**

**T/15/10/3.7 Trust Portfolio Reports (Ref: 5/20/5 & 15/2)**

Trustee Hamill commented on recent industry items of interest and emailed an update separately.

Trustee Chibnall reported on the Forsyth Barr Business Briefing: 'What Next For Water?', a Waikato Chambers of Commerce event he attended on 16 September.

Trustees Isaac and Bunting reported on community visits recently attended.

**MOVED:** (Ingle/Harding) That the verbal reports be received.

**CARRIED**

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**T/15/10/4.0 CONFIRMATION OF MINUTES**

**T/15/10/4.1 Minutes of Ordinary Meeting T/15/09 dated 25 August 2015**

**MOVED:** (Ingle/Chibnall) That the Minutes as circulated be confirmed as a true and correct record.

**CARRIED**

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**T/15/10/5.0 EXCLUSION OF PUBLIC**

**MOVED:** (Ingle/Chibnall) That the public be excluded from the following parts of the proceedings of this meeting under Section 48(1) of the Local Government Official Information and Meetings Act 1987, for reasons relating to third party commercial sensitivity, on the following grounds:

1. To enable the Trust to carry out, without prejudice or disadvantage, negotiations (including commercial or industrial negotiations).
2. To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person/organisation who supplied or who is the subject of the information.

<b>Agenda Item</b>	<b>General subject Matter to be considered</b>	<b>Grounds for passing this resolution</b>
T/15/10/6.1	Trust Boundaries & Distributions	Definitions 1 & 2 above
T/15/10/7.1	Company Update	Definition 2 above
T/15/10/7.2	Company Board Meeting – Key Points	Definition 2 above
T/15/10/8.1	Trust Manager's Report	Definitions 1 & 2 above
T/15/10/8.2	Resolution Schedule	Definitions 1 & 2 above
T/15/10/9.1	Confirmation of Minutes	Definitions 1 & 2 above

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The meeting concluded at 9.30pm.

Confirmed at T/15/11 on 27 October 2015 as a true and correct record.

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CHAIR