

# CONFIRMED MINUTES

## WAITAKI POWER TRUST GENERAL MEETING (33RD MEETING OF THE 12TH TRUST)

At the **Waitaki Power Trust General Meeting (34th Meeting of the 12th Trust)** on **10 Aug 2022** these minutes were **confirmed as presented**.

<b>Name:</b>	Waitaki Power Trust
<b>Date:</b>	Wednesday, 13 July 2022
<b>Time:</b>	8:30 am to 11:15 am
<b>Location:</b>	NWL Board Room, 10 Chelmer Street, Oamaru
<b>Board Members:</b>	John Clements (Chair), Doreen Cleave, Herb Tonkin, Mr Jock Webster, Lichelle Guyan
<b>Attendees:</b>	Sandra Tonkin

### 1. Opening Meeting

#### 1.1 Interests Register - None

### 2. Notices of General Business

#### 2.1 Publicity for Trust

Trustees discussed publicity for the trust and increasing the profile in the community.

### 3. Confirmation of Minutes of Meeting - 15 June 2022

#### 3.1 Confirm Minutes

**Waitaki Power Trust General Meeting (32nd Meeting of the 12th Trust) 15 Jun 2022**, the minutes were confirmed as presented.



#### **RESOLVED WPT12/297**

That the minutes of the 32nd Waitaki Power Trust General meeting held on the 15th June 2022 are a true and accurate record of the meeting

<b>Decision Date:</b>	13 Jul 2022
<b>Mover:</b>	Herb Tonkin
<b>Seconder:</b>	Lichelle Guyan
<b>Outcome:</b>	Approved

## 4. Actions/Matters Arising

### 4.1 Action List

Due Date	Action Title	Owner
31 May 2022	Letter to Chris Mardon <b>Status:</b> Completed on 18 Jun 2022	Lichelle Guyan
1 Jun 2022	Financials for Annual Review <b>Status:</b> Completed on 15 Jun 2022	Doreen Cleave
2 Jun 2022	Community Energy Vehicles <b>Status:</b> Completed on 18 Jun 2022	John Clements
20 Jun 2022	Notify NWL Trustees attendance <b>Status:</b> Completed on 4 Jul 2022	Sandra Tonkin
20 Jun 2022	Attendance to NWL AGM on the <b>Status:</b> Completed on 4 Jul 2022	Sandra Tonkin
21 Jun 2022	Letter to Geoff Douch <b>Status:</b> Completed on 4 Jul 2022	Sandra Tonkin
21 Jun 2022	Annual Review amended with changes. Trustees to proof read carefu... <b>Status:</b> Completed on 4 Jul 2022	Sandra Tonkin
21 Jun 2022	John/Sandra to work on a letter to Geoff on how best to keep WPT ... <b>Status:</b> Completed on 18 Jun 2022	Sandra Tonkin
22 Jun 2022	Speaker - Jonathan Kay <b>Status:</b> Completed on 4 Jul 2022	Sandra Tonkin
23 Jun 2022	Directorship Renumeration <b>Status:</b> Completed on 4 Jul 2022	Sandra Tonkin
30 Jun 2022	Website <b>Status:</b> In Progress	Sandra Tonkin
5 Jul 2022	Discussion around exploring a EV community vehicle. To do some re... <b>Status:</b> Completed on 12 Jul 2022	John Clements
6 Jul 2022	Director Appointment Policy <b>Status:</b> In Progress	Mr Jock Webster
6 Jul 2022	Review Access to Staff and Communication Policy <b>Status:</b> Completed on 6 Jul 2022	John Clements
31 Jul 2022	Annual Report <b>Status:</b> Completed on 3 Aug 2022	Sandra Tonkin

### 4.2 NWL Sponsorship Awards

J. Webster attended on behalf of the Trust. It was a worthwhile event held on Thursday 30th June at the Oamaru Opera House with the presentation of special sponsorships awards to 43 community groups.

## 5. Correspondence

### 5.1 Corporate Invoicing

James Cook Hotel Grand Chancellor tabled to fill in next year. To acquire credit forms for Hamilton conference held in November 2022.

### 5.2 Correspondence Approved



#### RESOLVED WPT12/298

That the inwards correspondence be received and approved.



**Decision Date:** 13 Jul 2022  
**Mover:** Herb Tonkin  
**Seconder:** Lichelle Guyan  
**Outcome:** Approved

## 6. General Business

### 6.1 Website

Sorting out training for Google Analytics and the website. Fluid can also help upload documents and amendments on the website.

### 6.2 Trustees Roles and Responsibilities

Policy is titled Role and Responsibilities. The document is in two parts. Part One - Roles and Responsibilities of Trustees. Part Two - Roles and Responsibilities of the Chairperson. The policy is consistent and a good guide. The objectives are set out on how Trustees use this policy.

Page 30 - remove wording was listed as 5%. Put ibid as a definition.

**Template** - the format is set out well.

**Action:** The secretary to proof read and make any corrections.



#### **RESOLVED WPT12/299**

That the Trust accepts the document as rewritten with further amendments and be placed on the website.

**Decision Date:** 13 Jul 2022  
**Mover:** Doreen Cleave  
**Seconder:** Lichelle Guyan  
**Outcome:** Approved

### 6.3 Fraud and Corruption Policy

Amend the title page wording to Fraud and Corruption Policy (remove word Theft). The policy is required for the Trust to have procedures in place and a process if there are allegations. The secretary to proof read and make any corrections.



#### **RESOLVED WPT12/300**

That the Fraud and Corruption Policy be accepted with minor changes.

**Decision Date:** 13 Jul 2022  
**Mover:** Lichelle Guyan  
**Seconder:** Herb Tonkin  
**Outcome:** Approved

### 6.4 Director Appointment Policy

This policy deferred to next meeting. The policy to be put into the new template.

### 6.5 Interaction and Communication between WPT and Network Waitaki Ltd Policy

The policy is around access and communication between the Trust and the company. Discussion on working together and the best way to communicate with the company. Have some flexibility in the policy. To include a paragraph for staff dealings at discretion of staff and the CEO. Media

releases are not included in the policy and that it can be a separate policy. A communication policy can also be developed. Work in progress for the next meeting.

**Action:** Reword and check with Geoff and follow up with email. Put in a template. The secretary and chairperson to work on this.

## 6.6 WPT - AGM

Preparations are well underway for the Annual General Meeting on the Monday 25th July 2022 at 5.00pm.

### Topics Trustees will be speaking on:

Doreen: Financials  
Herb: Maintenance  
John: Role of the Trust/ Ownership Review outcome  
Jock: Directors  
Lichelle: As a new Trustee

Five directors confirmed attendance with an apology from Tony Wood. Trustees all confirmed attendance.

**Corrections** to the 2021 AGM minutes - add Dennis Norman as an attendee. Trustees to be prepared with information and replies to any matters arising.

**J Webster** will contact reporter Ashley Smyth (Oamaru Mail) to write an article to advertise the AGM and also the upcoming Trustee Elections.

Discussion on who is entitled to vote in the Public Meeting and Trustee Elections and to seek advice from ETNZ and a letter to Berry and Co.

**Trustee Elections** - include in the Annual Calendar and to have discussions in advance.



### RESOLVED WPT12/301

That we include Tea and Coffee as part of the catering.

**Decision Date:** 13 Jul 2022  
**Mover:** Doreen Cleave  
**Seconder:** Lichelle Guyan  
**Outcome:** Approved



### RESOLVED WPT12/302

That the Trust seeks legal opinion on who is eligible to vote in the Trustee Elections and Public Trust Meetings.

**Decision Date:** 13 Jul 2022  
**Mover:** Mr Jock Webster  
**Seconder:** Lichelle Guyan  
**Outcome:** Approved



### Contact Ashley Smyth (Oamaru Mail)

Ring Ashley Smyth to write an article on the AGM and Trustee Elections.

**Due Date:** 18 Jul 2022  
**Owner:** Mr Jock Webster

## 6.7 2022 Clued Up Communities Expo

Event hosted by Network Waitaki, Stronger Waitaki and FENZ (Fire and Emergency NZ) to educate and support community on how to stay safe, stay warm and save power this winter.

Held on Saturday 30th July, 2022 from 9am - 3pm at the Oamaru Fire Station, 240 Thames Street, Oamaru.

The Trust will participate and have a stall, providing pens/pads and Healthy Tool box if available.

## 7. Financials

### 7.1 Cash Summary

### 7.2 Accounts for Payment



#### RESOLVED WPT12/303

That the Cash Summary to 30th June 2022 be received and the accounts listed be approved for payment.

**Decision Date:** 13 Jul 2022  
**Mover:** Doreen Cleave  
**Seconder:** Lichelle Guyan  
**Outcome:** Approved

Brydone Hotel	\$107.60	
BrackensPrint	\$1,148.93	
BrackensPrint	\$759.00	
Oamaru IT Solutions	\$156.49	
PwC	\$8,452.50	(Paid 8th July)
Election Services	\$14,566.67	
S Tonkin	\$915.25	
Oamaru IT Solutions	\$181.13	
J Webster	\$1,230.68	

### 7.3 Audit

Trustee and Management report letter and Trustee Representation letter presented.

Email distribution list - AGM invitation, to add Jacqui Dean, Waitaki District Council and community contacts.

The secretary to organise a gift for Jill Henderson and staff for the hard work on the Annual Report.

Draft copy of Annual Report presented.



#### RESOLVED WPT12/304

That the Annual Report with the addition of the auditors statement be accepted.

**Decision Date:** 13 Jul 2022  
**Mover:** Lichelle Guyan



**Seconded:** Doreen Cleave  
**Outcome:** Approved

## 8. Close Meeting

### 8.1 Close the meeting - 11.15am

**Next meeting:** Waitaki Power Trust General Meeting (34th Meeting of the 12th Trust) - 10 Aug 2022, 8:30 am

### New Actions raised in this meeting

Item	Action Title	Owner
6.6	Contact Ashley Smyth (Oamaru Mail) <b>Due Date:</b> 18 Jul 2022	Mr Jock Webster

Signature: 

Date: 14/9/22