

MINUTES OF THE SHANNON COMMUNITY DEVELOPMENT TRUST ANNUAL GENERAL MEETING HELD ON TUESDAY 8 SEPTEMBER 2015 AT THE SHANNON SERVICE CENTRE, PLIMMER TERRACE, SHANNON, COMMENCING AT 5.30 PM

PRESENT: Mr John Williams (Chair)
Ms Tyrill Winiata
Mr Fred Kilmister
Cr Ross Campbell
Mr Robbie Shaw

Mr Garreth Stevens (Meeting Secretary)

ALSO PRESENT: (none)

1. Welcome

Mr Williams opened the meeting at 5:45pm and noted no public in attendance, despite appropriate advertising of the meeting.

2. Apologies

There were no apologies.

3. Confirmation of Minutes – AGM 22 September 2014

Moved: Cr Campbell Seconded: Mr Shaw

“THAT the Minutes of the Annual General Meeting held on 22 September 2014 be confirmed as a true and correct record.”

CARRIED

3.1. Matters Arising

Ms Winiata raised the ‘Suppliers and Others’ enquiry she had made at the last AGM – had this been answered?

Trustees examined the Annual Report and discovered that the term ‘Suppliers and Others’ was used once again this year on page 6. After a page by page review, Trustees noted that the \$8,293.00 listed as ‘Suppliers and Others’ was detailed on page 4. It was made up wholly of:

- \$72 Bank fees
- \$8,221 Grants Distributed

The enquiry was satisfied. Trustees felt the term ‘Suppliers and Others’ created some uncertainty – it was being used as a catch-all term for expenses on the statement of cashflows – it was determined that it was likely used because of standardised / recommended reporting requirements.

4. Annual Report

The Chair confirmed that Trustees had had a copy and had read the Annual Report. The report was reviewed page by page by the Trustees. Items were discussed, all to the satisfaction of Trustees. Noted that the new accounting format was used – the PBE SFR-A (PS) standard.

Moved: Mr Kilmister Seconded: Mr Shaw

“THAT the Annual Report be received and accepted”
CARRIED

5. Chairperson’s Report

The Chairperson’s Report which had been circulated prior to the meeting was taken as read.

Moved: Mr Williams Seconded: Ms Winiata

“THAT the Chairperson’s Report for 2015 be received and accepted.”
CARRIED

6. Secretary’s Report

The Secretary’s Report which was circulated alongside the agenda was taken as read. Mr Stevens spoke to the items on the Report and answered questions where they arose. There was an explanation of item 5 on the Report, regarding CCO exemption. Mr Stevens explained the benefits to the Trust, and that this motion had passed successfully at the Council meeting on 2 September.

Moved: Mr Stevens Seconded: Mr Williams

“THAT the Secretary’s Report for 2015 be received and accepted.”
CARRIED

7. Trustee Retirement by Rotation

As covered in the Secretary’s report, Mr Kilmister and Mr Williams had elected to retire by rotation. This took effect immediately.

8. Trustee Appointment from Council

Council had approved the reappointment of Mr Kilmister and Mr Williams at their meeting on 2 September

Moved: Cr Campbell Seconded: Mr Shaw

“THAT the Shannon Community Development Trust ratifies the appointment of Mr John Williams and Mr Fred Kilmister as Trustees of the Trust.”
CARRIED

9. Election of Chairperson for the next 12 months

Moved: Cr Campbell Seconded: Mr Kilmister

“THAT Mr John Williams be elected chairperson of the Shannon Community Development Trust for the next year.”
CARRIED

10. General Business

Outstanding Applications

It was noted that Dean File had requested an extension on the timeframe to reapply for the grant that had been earmarked for the Shannon Domain Users Group. Further information would be presented at the next regular funding meeting.

Sonny Whakarau and Plunket had outstanding reports at the time the agenda was prepared. Further correspondence had since been received, but Mr Stevens was unable to access it using his computer at the meeting. An update (and appropriate correspondence) would be provided at the next regular funding meeting.

Next Trust Meeting

The next regular (funding) meeting of the Trust was scheduled for Monday 21 September at 5:30pm

There being no further business, the meeting concluded at 6.28 pm.

Chairperson:

Date: