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# Milford Community Trust

## OPEN MINUTES

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Minutes of a meeting of Milford Community Trust held in the Real Journeys Fiordland Community Events Centre on Friday, 22 September 2017 at 9.30am.

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### PRESENT

<b>Chairperson</b>	Mike Schuck
<b>Trustees</b>	Rosco Gaudin
	Tim Holland
	Brad Johnstone
	Mike McConachie
<b>Councillor</b>	Ebel Kremer

### IN ATTENDANCE

<b>Committee Advisor</b>	Jenny Labruyere	
<b>Community Partnership Leader</b>	Simon Moran	
<b>Venture Southland</b>	Megan Nunn	
<b>Venture Southland</b>	Amy Bird	
<b>Department of Conservation</b>	Greg Lind	Arrived 10.30am
<b>Department of Conservation</b>	Antonia Croft	

## 1 Apologies

An apology for non-attendance was lodged by Trustee Steele.

Moved Trustee Johnstone, seconded Trustee Holland and **resolved:**

**That the Milford Community Trust accept the apology for non-attendance lodged by Trustee Steele.**

## 2 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

## 3 Conflict of Interest

There were no conflicts of interest declared.

## 4 Public Forum

There were no members of public in public forum.

## 5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

## 6 Confirmation of Minutes

### Resolution

Moved Cr Kremer, seconded Trustee Johnstone

**Confirms the minutes of Milford Community Trust meeting, held on 19 May 2017.**

## Reports

### 7.1 Appointment of Trustee

#### Record No: R/17/9/21937

Mr Moran advised the Trust of the appointment of Brad Johnstone as the Milford Community Trust Trustee representing the Milford Community Association.

Mr Moran added that under the terms of the Trust Deed the Trustee on the Milford Community Trust representing the Milford Community Association is nominated and elected by members of the Milford community.

Furthermore Mr Moran stated that at its meeting on 6 September 2017 Council resolved to appoint Mr Johnstone as a Trustee in accordance with the Trust Deed. The term for the Trustee from the Milford Community Association is three years and will therefore expire on 30 June 2020.

### Resolution

Moved Trustee Holland, seconded Trustee Gaudin

### That the Milford Community Trust:

- a) **Receives the report titled "Appointment of Trustee" dated 13 September 2017.**

## 7.2 Milford Community Trust - Performance Report 2016/17

### Record No: R/17/9/21909

Mr Moran outlined the purpose of the report is to provide the Trust with the Milford Community Trust Performance Report for the 2016/17 financial year prior to it being adopted by Council.

Mr Moran advised that the Performance Report for the year ended 30 June 2017 reports against the objectives and finance budget set in the Statement of Intent for the same year. The report outlined some of the key highlights and the Trust's responsibility as a Council Controlled Organisation.

Mr Moran added that the Statement of Financial Performance outlines the actual income and expenditure compared to budget. The Trust ended with a surplus of \$51,502 compared with a budgeted deficit of \$101,303.

Furthermore Mr Moran added the surplus is primarily due to;

- ☒ No decision has yet been made on whether to proceed with the Cleddau Recreation Centre therefore the budgeted \$110,000 has not been spent.
- ☒ The \$20,000 for the Cleddau Village Recreation Reserve was not spent as although it was budgeted as operating expenditure it has actually been recognised as capital expenditure. That particular cost is shown as a Non-Current Asset in the Statement of Financial Position and it will be depreciated as an operating expense over subsequent years.
- ☒ The Chairman and Trustees have not claimed all of the fees that they were entitled to claim (\$9,366 saving).
- ☒ \$5,000 was set aside for project development and planning this has not been required this year.

As part of the Performance Report the following information was tabled for the Trustees information;

- Independent Auditor's Report
- Representation letter for the year ended 30 June 2017
- Report to Board on the annual audit of Milford Community Trust for the year ended 30 June 2017.

Trustees had no comments on these reports.

### **Resolution**

Moved Chairperson Schuck, seconded Cr Kremer

#### **That the Milford Community Trust:**

- a) **Receives the report titled "Milford Community Trust - Performance Report 2016/17" dated 18 September 2017.**
- b) **Adopts the Performance Report for the Year ended 30 June 2017.**
- c) **Agrees that the Audited Performance Report be delivered to the shareholders and made available to the public by 15 October 2017.**
- d) **Delegates authority to the Chair to sign the letter of representation to Audit New Zealand on behalf of the Trust.**
- e) **Receives the Management Report from Audit New Zealand for the year ended 30 June 2017.**

### **7.3 Milford Recreation Centre**

#### **Record No: R/17/9/21652**

Mr Moran updated the meeting on the work that has been undertaken to provide the Trustees with a concept design and general information so that it can make a decision on what steps to take next.

Mr Moran advised the background that the Trust asked Trustee Holland to make enquiries of architects to provide concept design drawings based on the feedback from the Milford Community Association about the types of activities they would like to see provided for in a recreational space. Following this a very preliminary design was presented to Trustees in May and it was agreed that Trustee Holland should continue to work with ArchDraught on the concept.

Mr Moran advised that in addition a Milford Recreation Centre report was undertaken by Venture Southland staff on behalf of the Council which highlighted the following key issues for the Trust;

- That a majority support the development of the recreation centre proposal. However differing opinions within the Trust were evident - about the viability of this project, and if it is viable, then what features the proposed facility would offer. Agreement on these features is a priority as this will have an impact on costing and options for the management of the facility.
- Community funding options for this project were investigated and options are limited primarily due to the geographic location of Milford, and that the Trust will need to commit significant funds from their own reserves. While there appears to be agreement by Trustees that the Trust should fund the capital build of the project – to what scale and level is not defined or agreed.

- The role of the Trust with running the facility. Various options were explored regarding governance, management and operation and were detailed in the report. Considering that community funders do not fund operational and maintenance costs, the successful operation of the facility will require a long term commitment from operators in the funding and ongoing management of the property regardless of what model of operation is adopted.
- The Department of Conservation have been clear that they will only enter into an arrangement with the Trust, so all potential operating models must include the Trust as a key partner. Success with applying for grants from community funders also depends on the facility having plans in place to demonstrate sustainable operation.

Following a lengthy discussion Trustees agreed a report be prepared by Mr Moran and Venture Southland staff, such report to be presented to the Board's of Directors of concessionaire/businesses to gauge the level of support prior to the development of any feasibility study being pursued.

Trustees agreed to present the finding to the Milford Community at the Trust's February ordinary meeting which is proposed to be held in Milford.

### **Resolution**

Moved Cr Kremer, seconded Trustee Gaudin

#### **That the Milford Community Trust:**

- a) Receives the report titled "Milford Recreation Centre" dated 18 September 2017.**
- b) Consults with operators before making any decision regarding whether to proceed with the recreation centre. This is to be undertaken by the end of December 2017.**

## **8.1 Milford Community Association Report**

Report by Milford Community Trust Association representative Trustee Johnstone was presented, this included;

- The recreation pad has been used daily since it's completion with some equipment being provided but would like to have more variety such as tennis nets added.  
The Chairman advised he will follow-up on a funding application that has been submitted to assist with funding providing more equipment.
- The Community Facebook page has proved a popular source of information for Association members and the community of Milford.

## 8.2 Department of Conservation Report

Mr Greg Lind (DOC) updated the Trustees on the Department activities. These included;

- Introduced the new senior ranger for Milford
- Milford management review to focus on how to address the tourism numbers and pressures in Milford and other visitor sites i.e. Mount Cook and Franz Josef
- Milford Road strategic sites are the focus for high priority by the Department
- Revamp of the Divide carpark programmed for 18/19 year
- Deepwater Basin redevelopment for carparking, shelter, public conveniences is planned for 18/19 year
- Review the recreational boat users carparking area and overnight parking
- Little Tahiti to be considered for future development such as carparking/freedom camping, boat trailer parking
- Involvement with Southland Civil Defence Emergency Management
- Need for a review of management for the Routeburn and Milford tracks for the future
- Aerodrome issues for the Department with concerns around sound and aircraft usage
- Draft National Park Management Plan will be available for public consultation in the near future.
- Bowen Falls concession granted to allow visitors to access the Falls by boat: this will be in place for the 17/18 season
- Cleddau River flood protection system has been reinstated
- Department's intention for the development of walkways, bridges and facilities for more day walks to places such as Lake Marion
- Ranger interface with Milford visitors to enable better public relations
- The Department to advocate for the reseal of the roads within Milford.

The meeting concluded at 11.50am

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A  
MEETING OF THE MILFORD COMMUNITY TRUST  
HELD ON 22 SEPTEMBER 2017.

**DATE:**.....

**CHAIRPERSON:**.....