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# Milford Community Trust

## OPEN MINUTES

### Unconfirmed

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Minutes of a meeting of Milford Community Trust held in the Real Journey's Community Events Centre, Te Anau on Friday, 1 December 2017 at 9.30am.

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#### PRESENT

<b>Chairperson</b>	Mike Schuck
<b>Trustees</b>	Rosco Gaudin
	Tim Holland
	Mike McConachie Arrived 9.40am
	Jason Steele
<b>Councillor</b>	Ebel Kremer

#### IN ATTENDANCE

<b>Trust Secretary</b>	Jenny Labruyere
<b>Community Partnership Leader</b>	Simon Moran
<b>Chief Financial Officer</b>	Anne Robson
<b>Department of Conservation</b>	Antonia Croft

## 1 Apologies

Apologies for non-attendance were lodged by Trustee Johnstone and Councillor Kremer

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

**That the Milford Community Trust accept the apologies lodged for non-attendance by Trustee Johnstone and Councillor Kremer.**

## 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 inattendance.

## 5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

## 6 Confirmation of Minutes

### Resolution

Moved Trustee Holland, seconded Trustee Gaudin

**Confirms the minutes of Milford Community Trust meeting, held on 22 September 2017.**

## Reports

### 7.1 Strategic Framework 2018 - 2028 Long Term Plan

#### Record No: R/17/9/23165

Mr Moran, Community Partnership Leader, presented the report.

Mr Moran advised the purpose of this report is to update Community Boards, Community Development Area Subcommittees and other local Council committees on the revised Strategic Framework that has been developed by Council for the Long Term Plan 2018-2028.

Mr Moran explained the report outlines the framework for information and highlights the key changes to the Council's intended areas of focus in response to the key strategic challenges facing Southland District over the next twenty years.

The Trust noted the report also aims to remind members of the wider strategy work that is expected to be undertaken as part of and following the development of the 2018-2028 LTP programme to develop a proactive response to the fundamental shifts occurring in our communities and operating environment. (eg Community Futures 2040 Project / Community Leadership Planning).

### **Resolution**

Moved Trustee Steele, seconded Trustee McConachie

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

- a) **Receives the report titled “Strategic Framework 2018 - 2028 Long Term Plan” dated 9 October 2017.**

## **7.2 Financial Report to 31 October 2017**

### **Record No: R/17/11/27867**

Ms Robson, Chief Financial Officer, presented the report.

Ms Robson advised that concessionaire’s income of \$41K has been accrued, being four months of the total annual budgeted concessionaire’s fee. Invoices for concessionaire’s fees are currently being prepared and will also be sent to two new concessionaires.

MS Robson added that minimal expenditure has been incurred for the year to date as a result of audit disbursements (accommodation, mileage and meals etc) being less than expected, general expenses are negative and additionally final Trustee fees claims to the end of June 2017 were less than accrued at year end.

Trustees requested Ms Robson investigate further rating options i.e. staff numbers/passenger numbers/numbers of operators /accommodation details in conjunction with the Department’s representative to determine the fairest rating option.

Me Robson advised that cash flow of approximately \$60,000 is still to come and sought the Trust preference to reinvest for six months or the best term available to the Trust.

### **Resolution**

Moved Trustee McConachie, seconded Trustee Holland

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

- a) **Receives the report titled “Financial Report to 31 October 2017” dated 24 November 2017.**
- b) **Agree further investigation into the best rating option be pursued in conjunction with the Department of Conservation.**
- c) **Agree for surplus funds to be reinvested for long term interest with the best terms available to the Trust.**

### 7.3 Draft Statement of Intent 2018 - 2021

**Record No: R/17/11/28765**

Mr Moran, Community Partnership Leader, presented the report.

Mr Moran advised that the Trust is required by legislation to prepare a Statement of Intent annually covering three years.

Mr Moran added that included in the draft Statement of Intent is the planned activities/services of the Trust for the 2018/19, 2019/20 and 2020/21 financial years for review by Trustees.

Furthermore, Mr Moran added that the prospective financial statements outline the Trust's forecast financial performance and position over the three financial years.

The Trustee's carried out changes to the Draft Statement of Intent where considered relevant.

**Resolution**

Moved Trustee Holland, seconded Trustee Steele

**That the Milford Community Trust:**

- a) **Receives the report titled "Draft Statement of Intent 2018 - 2021" dated 24 November 2017.**
- b) **Request staff amend the draft Statement of Intent to reflect the outcome of the Trust's discussions and present it to the next meeting for approval.**

### 7.4 Milford Community Trust Concessionaire Funding models

**Record No: R/17/11/28478**

Ms Robson, Chief Financial Officer, presented the report.

Ms Robson advised the purpose of the report is to further consider a different concessionaire funding model on which to consult with concessionaires.

Ms Robson outlined to the Trustees that since the inception of the Milford Community Trust, the fee charging mechanism used to fund the activities of the Trust has not changed significantly. Although intended to be reviewed annually this has not always occurred and it is seen by many on the Trust as overly complicated and not reflecting who benefits from the services provided by the Trust. At a meeting of the Trust in November 2015 and a workshop in May 2017, options for other funding mechanisms were discussed. At the workshop the Trust asked for a further model to be developed on the basis of that previously proposed by the Department of Conservation.

Ms Robson advised that the report outlines the current model, the Department's methodology which has, previously presented to the Trust, and the four model options so far considered by the Trust plus the Department's new model (option 5).

In discussing the report Trustee’s requested a modification to Option 5 so as to include no land values however with updated staff numbers to be developed further believing the process requires to be as transparent as possible bearing in mind the sensitivity of the commercial operators , and report back to the Trust before going out for further consultation.

**Resolution**

Moved Trustee McConachie, seconded Trustee Gaudin

**That the Milford Community Trust:**

- a) Receives the report titled “Milford Community Trust Concessionaire Funding models” dated 24 November 2017.**
- b) Request a modification and further investigation into Option 5 prior to going out for public consultation.**

**Department of Conservation Report**

Ms Croft (DOC) updated the Trustees on the Department activities. These included;

- Completion of the Bowen Falls with a taxi boat to ferry tourist season to and from the reopened walk to the falls.
- Space to accommodate parking for the recreational boaties
- Re-establishment of flood monitoring work and protocols
- Sealing of road from Hollyford to Lake Marion car park.

**Public Excluded**

**Exclusion of the Public: Local Government Official Information and Meetings Act 1987**

**Resolution**

Moved Trustee Holland, seconded Trustee Steele

**That the public be excluded from the following part(s) of the proceedings of this meeting.**

**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:**

**C5.1 Milford Emergency Response Team - Funding**

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Milford Emergency Response Team - Funding	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	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

	<p>Matters relating to negotiations and individuals of the Milford Community will be discussed.</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p>Matters relating to negotiations and individuals of the Milford Community will be discussed.</p>	<p>information for which good reason for withholding exists.</p>
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That the staff and Department of Conservation staff be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of the items Milford Emergency Response Team - Funding. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because of their knowledge on the issues discussed and meeting procedure.

The public were excluded at 11.30am

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available unless released here.

The meeting concluded at 11.50am

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE MILFORD COMMUNITY TRUST HELD ON 1 DECEMBER 2017.

**DATE:**.....

**CHAIRPERSON:**.....