



PALMERSTON NORTH CITY COUNCIL

AGENDA

CULTURE & SPORT COMMITTEE

1PM, WEDNESDAY 28 JUNE 2023

COUNCIL CHAMBER, FIRST FLOOR
CIVIC ADMINISTRATION BUILDING
32 THE SQUARE, PALMERSTON NORTH

MEMBERS

Rachel Bowen (Chair)
Billy Meehan (Deputy Chair)
Grant Smith (The Mayor)

Mark Arnott
Vaughan Dennison
Lew Findlay (QSM)
Roly Fitzgerald
Patrick Handcock (ONZM)

Leonie Hapeta
Debi Marshall-Lobb
William Wood
Kaydee Zabelin

AGENDA ITEMS, IF NOT ATTACHED, CAN BE VIEWED AT

pncc.govt.nz | Civic Administration Building, 32 The Square
City Library | Ashhurst Community Library | Linton Library

Waid Crockett

Chief Executive | PALMERSTON NORTH CITY COUNCIL

Te Marae o Hine | 32 The Square
Private Bag 11034 | Palmerston North 4442 | New Zealand
pncc.govt.nz

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PALMERSTON
NORTH
CITY

CULTURE & SPORT COMMITTEE MEETING

28 June 2023

ORDER OF BUSINESS

1. Karakia Timatanga

2. Apologies

3. Notification of Additional Items

Pursuant to Sections 46A(7) and 46A(7A) of the Local Government Official Information and Meetings Act 1987, to receive the Chairperson's explanation that specified item(s), which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded, will be discussed.

Any additions in accordance with Section 46A(7) must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

Any additions in accordance with Section 46A(7A) may be received or referred to a subsequent meeting for further discussion. No resolution, decision or recommendation can be made in respect of a minor item.

4. Declarations of Interest (if any)

Members are reminded of their duty to give a general notice of any interest of items to be considered on this agenda and the need to declare these interests.

5. Public Comment

To receive comments from members of the public on matters specified on this Agenda or, if time permits, on other Committee matters.

NOTE: If the Committee wishes to consider or discuss any issue raised that is not specified on the Agenda, other than to receive the comment made or refer it to the Chief Executive, then a resolution will need to be made.

- | | |
|--|---------|
| 6. Presentation - Manawatu Jazz Club | Page 7 |
| 7. Presentation - New Zealand Rugby Museum | Page 11 |
| 8. Confirmation of Minutes That the minutes of the Culture & Sport Committee meeting of 19 April 2023 Part I Public be confirmed as a true and correct record. | Page 13 |
| 9. Palmerston North Public Sculpture Trust - Annual Report to Council June 2023 Memorandum, presented by Simon Barnett, Chairperson, Palmerston North Public Sculpture Trust. | Page 21 |
| 10. Ongoing funding arrangement options for Palmerston North Public Sculpture Trust Memorandum, presented by Anton Carter, Group Manager - Community Services. | Page 25 |
| 11. Annual Progress Report on Heritage Themes in Council Programmes 2022/23 Memorandum, presented by Keegan Aplin-Thane, Senior Planner and Linda Moore, Manager City Library. | Page 31 |
| 12. Te Manawa Museums Trust - Final Statement of Intent 2023-2026 Memorandum, presented by Sarah Claridge, Democracy & Governance Advisor. | Page 55 |

13. The Regent Theatre Trust - Final Statement of Intent 2023-2026 Page 97

Memorandum, presented by Sarah Claridge, Democracy & Governance Advisor.

14. The Globe Theatre Trust - Final Statement of Intent 2023-2026 Page 119

Memorandum, presented by Sarah Claridge, Democracy & Governance Advisor.

15. Committee Work Schedule Page 143

16. Karakia Whakamutunga

17. Exclusion of Public

To be moved:

"That the public be excluded from the following parts of the proceedings of this meeting listed in the table below.

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:

| 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 passing this resolution |
|---|---|---|
| | | |

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public as stated in the above table.

Also that the persons listed below be permitted to remain after the public has been excluded for the reasons stated.

[Add Third Parties], because of their knowledge and ability to assist the meeting in speaking to their report/s [or other matters as specified] and answering questions, noting that such person/s will be present at the meeting only for the items that relate to their respective report/s [or matters as specified].

PRESENTATION

TO: Culture & Sport Committee

MEETING DATE: 28 June 2023

TITLE: Presentation - Manawatu Jazz Club

RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Culture & Sport Committee receive the presentation for information.
-

SUMMARY

David Edge, President, Manawatu Jazz Club and Chair, Manawatu International Jazz and Blues Festival will address the Committee regarding long term funding for the annual Manawatu International Jazz and Blues Festival.

ATTACHMENTS

1. Manawatu Jazz Festival_Information Sheet [↓](#) 

Funding Proposal to Palmerston North City Council

1. We (the Festival Committee) are seeking a long term accountable funding stream which is not contestable i.e. not challenged by any other events, to provide base funding for New Zealand's largest Jazz Festival, which raises the profile of the City across NZ and overseas ... even Wellington moves their Jazz Festival so that it doesn't compete with ours.
2. The current funding arrangement through Major Events does involve contestable funding and therefore creates uncertainty and threatens the survival of the event....and we are determined to keep the Festival in Palmerston North for the benefit of everyone.
3. The benefits of the Festival to the City are a lot more than just dollars and cents.
 - a. People come to the Festival from across the country because they like the variety of the programme, and especially the Café Scenes...and take their enthusiasm back to friends.
 - b. The High Schools have built the Festival's Competition into their Education programmes, sending in bands every year from mid/lower North Island, and alternate years from further afield e.g. Pukekohe H/S and, when possible, Burnside H/S Christchurch. These High School Students are our most important visitors, as few of them will have been to Palmerston North, and will be at the stage of choosing their Tertiary Education placements. Sadly, the local facilities and environment seem to have equal or more value than the University prospectus...so seeing that this City has most things Auckland has, but cheaper accommodation and less crowds and though most students won't have to moor a 20 foot yacht, but have a mountain bike, Palmerston has the advantage and their patronage for 3 or more years!
 - c. The musicians are also valuable visitors for several reasons:
 - i. A chance to pick up or exchange ideas...which is how Jazz works..and ensures a high level of performance quality on stage or local functions.
 - ii. They will include Palmerston in any future tours, as they know The Globe Theatre is an excellent venue, and there is a Jazz friendly audience.
 - iii. The Festival provides vital networking between local and overseas artists, and local musicians have benefitted from meeting performers from US. ***"If you are ever in LA, give me a call"*** is worth its weight in gold! Many overseas performers hold posts at University Music Faculties, and can offer placements in their programmes – **James Tait Jamieson**, now teaching at Freyberg H/S, advanced his music studies at University of Nevada after meeting guest Tom Warrington.
4. We have a proven track record for delivering a successful high-quality event every year since 1968, even during Covid, when we deferred the event to October, once restrictions were eased.

5. We have a highly qualified and experienced team, with over 100 years collective experience running Jazz Festivals, led by award winning Festival Artistic Director, Rodger Fox CNZM, and put in over 600 hours of volunteer time organising and running the event.
6. The Festival is a “plug-in” mid-Winter, weather proof event which is professionally devised and delivered by a very experienced team, and provides entertainment for all concerned with long term benefit to students and musicians. The event does not require additional support from PNCC staff before or after the event, and the hire of the main Festival venue, The Globe Theatre, a PNCC facility, is paid for by an additional grant raised by the Festival Committee.
7. The Festival’s budget of over \$70,000 (including two Cafe scenes) is an equal financial partnership between the PNCC and MJC where the Jazz Club raises \$35,000 from ticket sales and other sponsorship on top of the base funding provided by PNCC Major Event Funding.
8. We provide subsidised ticket prices as well as free events which open the Festival to all socioeconomic groups.
9. The Festival has always invited high quality guest artists from across New Zealand and taken advantage to capture any touring groups from elsewhere. Since the major restructuring in 2000 it has been regularly bringing in overseas guest artists from USA, Europe, the Pacific and Australia:

The list of performers includes:

US stride pianist **Ralph Sutton**, legendary saxophonist **Michael Brecker**, guitarist **Mike Stern**, vocalists **Freda Payne**, **Tuck and Patti**, **The Four Freshmen** and UK stars **Georgie Fame** and **Roy Phillips**, Australian Trad Band **Fireworks**, US drumming legends **Steve Smith** and **Dave Weckl**, US Blues legends **Charlie Musselwhite** and **Chris Cain**, amongst many, many others.

10. **The Festival involves more than 400 musicians**, including international guest artists, and provides:
 - A Swing Dance
 - Six formal concerts featuring high profile NZ guest artists, and a 4 band Big Band Concert.
 - The Jazz Gala with International Guest Artists and The Rodger Fox Big Band.
 - This year two renowned pianists: US Grammy winner **Bill Cunliffe** and New Zealand’s internationally renowned, **Michael Houstoun**
 - A High School Competition and Education Workshops (led by guest artist)
 - This year **23 bands from 10 Schools** : Rotorua to Wellington
 - Two Free Café Scenes:
 - **Feilding** on the weekend prior to King’s Birthday Weekend:
5 gigs in 3 venues
 - **Palmerston North** on King’s Birthday Weekend + Monday:
15 gigs in 7 venues

David Edge - President, MJC and Chair of Festival Committee

PRESENTATION

TO: Culture & Sport Committee

MEETING DATE: 28 June 2023

TITLE: Presentation - New Zealand Rugby Museum

RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Culture & Sport Committee receive the presentation for information.
-

SUMMARY

Stephen Berg, Director, New Zealand Rugby Museum, will outline the work of the museum and highlight upcoming collaborations with Australian Rugby and the 2023 Rugby World Cup in France. Stephen is also requesting operational funding support for the museum be considered for inclusion in the draft Long Term Plan.

ATTACHMENTS

Nil

PALMERSTON NORTH CITY COUNCIL

Minutes of the Culture & Sport Committee Meeting Part I Public, held in the Council Chamber, First Floor, Civic Administration Building, 32 The Square, Palmerston North on 19 April 2023, commencing at 9.00am

Members Present: Councillor Rachel Bowen (in the Chair), The Mayor (Grant Smith) and Councillors Billy Meehan, Mark Arnott, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Debi Marshall-Lobb, William Wood and Kaydee Zabelin.

Non Members: Councillors Brent Barrett, Lorna Johnson, Orphée Mickalad and Karen Naylor.

Apologies: Councillor Patrick Handcock (early departure on Council business) and Councillor Leonie Hapeta (early departure).

Councillor Patrick Handcock left the meeting at 9.42am during consideration of clause 13. He entered the meeting again at 12.07pm during consideration of clause 14. He was not present for clause 13.

Councillor Leonie Hapeta was not present when the meeting resumed at 11.10am. She was not present for clauses 14 to 18 inclusive.

Councillor Billy Meehan left the meeting at 12.26pm during consideration of clause 15. He was present when the meeting resumed at 2.21pm. He was not present for clause 15.

The Mayor (Grant Smith) was not present when the meeting resumed at 2.21pm. He was not present for clauses 16 to 18 inclusive.

Karakia Timatanga

Councillor Rachel Bowen opened the meeting with karakia.

11-23 Apologies

Moved Rachel Bowen, seconded Billy Meehan.

The COMMITTEE RESOLVED

1. That the Committee receive the apologies.

Clause 11-23 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Rachel Bowen, Billy Meehan, Mark

Arnott, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Debi Marshall-Lobb, William Wood, Kaydee Zabelin, Brent Barrett, Lorna Johnson, Orphée Mickalad and Karen Naylor.

12-23 **Public Comment**

Bernice Tyree made public comment in relation to Item 6 Update on Covered Bowling Green Detailed Feasibility Assessment (Long Term Plan programme 1891) (clause 13-23).

Bernice Tyree encouraged Council to support the future development and implementation of lawn bowling facilities, including a covered facility that would enable Bowls Manawatū to host national and international events.

With the endorsement of Council, Bowls Manawatū would like to fulfil the following long-term goals:

- Nurture new members in a supportive and friendly space
- Administer and support the local Lawn Bowls community
- Maintain a budget and appropriate business management practice to promote and attract revenue to the local area
- Increase membership across a range of ages, cultures and physical capacities.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the public comment be received for information.

Clause 12-23 above was carried 16 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Rachel Bowen, Billy Meehan, Mark Arnott, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Leonie Hapeta, Debi Marshall-Lobb, William Wood, Kaydee Zabelin, Brent Barrett, Lorna Johnson, Orphée Mickalad and Karen Naylor.

13-23 **Update on Covered Bowling Green Detailed Feasibility Assessment (Long Term Plan programme 1891)**

Memorandum, presented by Ann-Marie Mori, Policy Analyst and Aaron Phillips, Activities Manager - Parks.

An additional recommendation (2) was moved to formalise ongoing work that Council Officers would undertake with stakeholders to inform the Long Term Plan.

An additional recommendation (3) was moved to indicate Council's support and intention to contribute funding to advance the project.

Councillor Patrick Handcock left the meeting at 9.42am.

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. To receive the report titled 'Update on Covered Bowling Green Detailed Feasibility Assessment (Long Term Plan programme 1891) presented to the Culture & Sport Committee on 19 April 2023.
2. To request the Chief Executive to continue to work with Bowls Manawatū, member clubs, and other stakeholders including Sport Manawatū to consider the next steps and provide a progress report back to Culture & Sport Committee in time to inform the 24-34 Long Term Plan.

Clauses 13.1-23 and 13.2-23 above were carried 15 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Rachel Bowen, Billy Meehan, Mark Arnott, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Leonie Hapeta, Debi Marshall-Lobb, William Wood, Kaydee Zabelin, Brent Barrett, Lorna Johnson, Orphée Mickalad and Karen Naylor.

Moved William Wood, seconded Grant Smith.

The **COMMITTEE RECOMMENDS**

3. That Council commit to funding \$300K towards a covered bowling green in year one of the LTP, with the location between Takaro, Palmerston North, and North End to be decided by a Bowls Manawatu panel, noting that this will be re-debated at the time the budget is being deliberated.

*Not adopted by Council on 3 May 2023
Clause 62-23*

Clause 13.3-23 above was carried 8 votes to 7, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Billy Meehan, Lew Findlay, Roly Fitzgerald, Leonie Hapeta, Debi Marshall-Lobb, William Wood and Kaydee Zabelin.

Against:

Councillors Rachel Bowen, Mark Arnott, Vaughan Dennison, Brent Barrett, Lorna Johnson, Orphée Mickalad and Karen Naylor.

The meeting adjourned at 10.51am.

The meeting resumed at 11.10am.

The Mayor (Grant Smith) and Councillor Leonie Hapeta were not present when the meeting resumed.

14-23

The Globe Theatre Trust: Six-Month Report 1 July - 31 December 2022 and Draft Statement of Intent 2023-26

Memorandum, presented by Gerry Keating, Manager, Globe Theatre and John Adams, Chair, Globe Theatre Trust.

An additional recommendation was moved that encouraged the Globe Theatre Trust to consider performance measures that show how they are enabling the use of the theatre by all communities in the city.

The Mayor (Grant Smith) entered the meeting again at 11.39am.

Councillor Patrick Handcock entered the meeting again at 12.07pm.

Moved Rachel Bowen, seconded Debi Marshall-Lobb.

The **COMMITTEE RESOLVED**

1. That the Committee receive the Six-Month Performance Report 1 July - 31 December 2022 (Attachment 1) submitted by the Globe Theatre Trust.
2. That the Committee receive the draft Statement of Intent 2023-26 (Attachment 3) submitted by the Globe Theatre Trust.
3. That the Committee agree that the recommended comments on the draft Statement of Intent 2023–26 outlined in Table 3 be advised to the Globe Theatre Trust Board.
4. That the Committee refer the Globe Theatre Trust's request for an increase of \$50,000 to their Council grant to the Annual Budget deliberations.
5. That the Committee note that the Statement of Expectation objectives 'Investigating Priava', and 'Reviewing ticketing arrangements' (listed in Table 3) are complete.
6. That new performance measures about how the organisation is honouring and implementing Te Tiriti o Waitangi partnership, and how the organisation is engaging with and enabling participation by our under-represented communities, be considered.

Clause 14-23 above was carried 14 votes to 0, with 1 abstention, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Rachel Bowen, Billy Meehan, Mark Arnott, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Debi Marshall-Lobb, William Wood, Kaydee Zabelin, Brent Barrett, Lorna Johnson, Orphée Mickalad and Karen Naylor.

Abstained:

Councillor Patrick Handcock.

Councillor Vaughan Dennison left the meeting at 12.13pm.

15-23

Te Manawa Museums Trust: Six-Month Report 1 July - 31 December 2022 and Draft Statement of Intent 2023-26

Memorandum, presented by Sarah Claridge, Democracy & Governance Advisor.

An additional recommendation was moved that encouraged the Te Manawa Museums Trust to consider performance measures that show how they are enabling the use of the museum by all communities in the city.

Councillor Billy Meehan left the meeting at 12.26pm.

Councillor Vaughan Dennison entered the meeting again at 12.33pm.

Moved Rachel Bowen, seconded Debi Marshall-Lobb.

The **COMMITTEE RESOLVED**

1. That the Committee receive the six-month Performance Report 1 July - 31 December 2022 (Attachment 1) submitted by Te Manawa Museums Trust.
2. That the Committee receive the draft Statement of Intent 2023-26 (Attachment 2) submitted by Te Manawa Museums Trust.
3. That the Committee agree that the recommended comments on the draft Statement of Intent 2023–26 outlined in Table 3 be advised to Te Manawa Museums Trust.
5. That new performance measures about how the organisation is honouring and implementing Te Tiriti o Waitangi partnership, and how the organisation is engaging with and enabling participation by our under-represented communities, be considered.

Clauses 15.1-23 to 15.3-23 and 15.5-23 above were carried 14 votes to 0, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Rachel Bowen, Mark Arnott, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb, William Wood, Kaydee Zabelin, Brent Barrett, Lorna Johnson, Orphée Mickalad and Karen Naylor.

Moved Rachel Bowen, seconded Debi Marshall-Lobb.

4. That the Committee refer Te Manawa Museums Trust's request for an additional \$250,000 (for the 2023/24 year) to the Annual Budget deliberations (Attachment 3).

Clause 15.4-23 above was carried 11 votes to 3, the voting being as follows:

For:

The Mayor (Grant Smith) and Councillors Rachel Bowen, Mark Arnott, Vaughan Dennison, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb, Kaydee Zabelin, Brent Barrett, Lorna Johnson and Orphée Mickalad.

Against:

Councillors Lew Findlay, William Wood and Karen Naylor.

The meeting adjourned at 1.20pm.

The meeting resumed at 2.21pm.

The Mayor (Grant Smith) was not present when the meeting resumed.

Councillor Billy Meehan was present when the meeting resumed.

16-23 The Regent Theatre Trust: Six-Month Report 1 July - 31 December 2022 and Draft Statement of Intent 2023-26

Memorandum, presented by Sarah Claridge, Democracy & Governance Advisor.

An additional recommendation was moved that encouraged the Regent Theatre Trust to consider performance measures that show how they are enabling the use of the theatre by all communities in the city.

Moved Rachel Bowen, seconded Debi Marshall-Lobb.

The **COMMITTEE RESOLVED**

1. That Council receive the six-month Performance Report 1 July - 31 December 2022 (Attachment 1) submitted by the Regent Theatre Trust.
2. That Council receive the draft Statement of Intent 2023-26 (Attachment 3) submitted by the Regent Theatre Trust.
3. That Council agree that the recommended comments on the draft Statement of Intent 2023-26 outlined in Table 3 be advised to the Regent Theatre Trust Board.
4. That the Committee note that the Statement of Expectation objectives 'Investigating Priava', and 'Reviewing ticketing arrangements' (listed in Table 3) are complete.
5. That new performance measures about how the organisation is honouring and implementing Te Tiriti o Waitangi partnership, and how the organisation is engaging with and enabling participation by our under-represented communities, be considered.

Clause 16-23 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Rachel Bowen, Billy Meehan, Mark Arnott, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb, William Wood, Kaydee Zabelin, Brent Barrett, Lorna Johnson, Orphée Mickalad and Karen Naylor.

17-23 Confirmation of Minutes

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the minutes of the Culture & Sport Committee meeting of 8 March 2023 Part I Public be confirmed as a true and correct record.

Clause 17-23 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Rachel Bowen, Billy Meehan, Mark Arnott, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb, William Wood, Kaydee Zabelin, Brent Barrett, Lorna Johnson, Orphée Mickalad and Karen Naylor.

18-23 Committee Work Schedule

Moved Rachel Bowen, seconded Billy Meehan.

The **COMMITTEE RESOLVED**

1. That the Culture & Sport Committee receive its Work Schedule dated April 2023.

Clause 18-23 above was carried 14 votes to 0, the voting being as follows:

For:

Councillors Rachel Bowen, Billy Meehan, Mark Arnott, Vaughan Dennison, Lew Findlay, Roly Fitzgerald, Patrick Handcock, Debi Marshall-Lobb, William Wood, Kaydee Zabelin, Brent Barrett, Lorna Johnson, Orphée Mickalad and Karen Naylor.

Karakia Whakamutunga

Councillor Rachel Bowen closed the meeting with karakia.

The meeting finished at 2.41pm.

Confirmed 28 June 2023

Chair

MEMORANDUM

TO: Culture & Sport Committee

MEETING DATE: 28 June 2023

TITLE: Palmerston North Public Sculpture Trust - Annual Report to Council June 2023

PRESENTED BY: Simon Barnett, Chairperson, Palmerston North Public Sculpture Trust

APPROVED BY: Kerry-Lee Probert, Acting Chief Customer Officer

RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the Palmerston North Public Sculpture Trust's Annual Report 2022 – 23, presented to the Culture & Sport Committee on 28 June 2023.

1. ISSUE

The purpose of this memorandum is to provide an Annual Report to Council from the Palmerston North Public Sculpture Trust.

2. BACKGROUND

A requirement of funding received by the Trust is to provide an Annual Report to Council on their recent activities.

The Trust's Annual Report notes a significant improvement in the working relationship with Council Officers.

3. NEXT STEPS

Officers will continue to work with the Sculpture Trust and provide guidelines for future annual reporting, to be consistent with Council processes.

4. COMPLIANCE AND ADMINISTRATION

| | |
|---|------------|
| Does the Committee have delegated authority to decide? | Yes |
| Are the decisions significant? | No |
| If they are significant do they affect land or a body of water? | No |
| Can this decision only be made through a 10 Year Plan? | No |
| Does this decision require consultation through the Special | No |

| | | |
|---|--|------------|
| Consultative procedure? | | |
| Is there funding in the current Annual Plan for these actions? | | Yes |
| Are the recommendations inconsistent with any of Council's policies or plans? | | No |
| The recommendations contribute to Goal 2: A Creative and Exciting City | | |
| The recommendations contribute to the achievement of action/actions in Arts and Heritage | | |
| The action is: Purchase and install new public art and curate, maintain and promote Council's public art. | | |
| Contribution to strategic direction and to social, economic, environmental and cultural well-being | The recommendations align to the strategic direction by providing funding for public art which contributes to a creative city that nurtures and celebrates the arts (Goal 2 – Priority 3 from Arts & Heritage Plan 2021-2031). | |

ATTACHMENTS

1. Palmerston North Public Sculpture Trust Annual Report 2022-23 [↓](#) 

9 June 2023

Report to PNCC from the Palmerston North Public Sculpture Trust

In the last year the Sculpture Trust has maintained its contribution to our central cityscape. The work of the Trust continues to help provide a central city that reflects the ambition of - being and feeling like a creative and exciting city. The truth is that due to the geographic and architectural realities of our city, public art and in particular sculpture, provides an important vehicle to beautify, reveal community culture, and generate excitement about future possibilities.

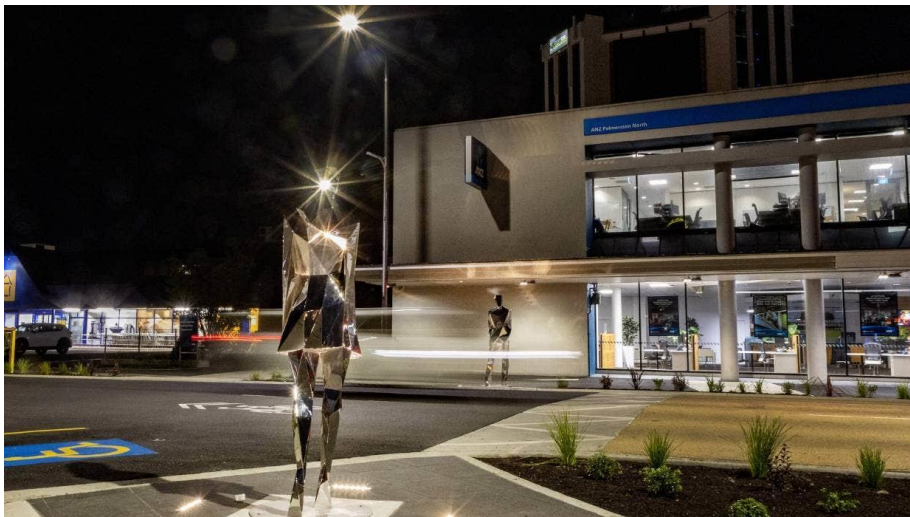
Our Long Term Strategy

We have continued to focus on the central city in the belief that a concentration of works has more impact than a diffused approach.

We have also continued to focus on smaller scale works which provide an unexpected interaction while on foot, or in a passing car. Our desire to bring a smile to the face and encourage a moment to slow down and think, continues to be the basis of our brief to artists.

Our most recent work by Ben Foster, **Kotahitanga - Unity** in Cuba Street reflects this approach. These two striking figures speak of community and the social aspect of the urban environment.

Made from polished stainless steel, the reflective surfaces mirror the surroundings of the figures and the people in it as they pass by. Artist Ben Foster wishes for the installation to stand as a reminder of our connectedness - "I am you and you are me".



The work was 45% funded by the council and 55% by donations from Palmy individuals and families who really care about our city.

Sculptures that are of quality, durable, and available at an affordable price remain important criteria for our works. We seek a collection that acknowledges our history, our future, and our people. To help us achieve this we are seeking to consult with the Papaioea Pasifika Trust and the Manawatu Multicultural Council. We have a constructive relationship with Rangitane.

In the last year we have noticed a significant improvement in our working relationship with, and the delivery of the assistance from PNCC officers.

We deeply value the partnership with PNCC and the financial support provided. Without this assistance, and its consistency and certainty during our 17 year relationship, our work would not be possible. On behalf of my fellow Trustees – thank you

Simon Barnett
Chair
Palmerston North Public Sculpture Trust

MEMORANDUM

TO: Culture & Sport Committee

MEETING DATE: 28 June 2023

TITLE: Ongoing funding arrangement options for Palmerston North Public Sculpture Trust

PRESENTED BY: Anton Carter, Group Manager - Community Services

APPROVED BY: Kerry-Lee Probert, Acting Chief Customer Officer

RECOMMENDATIONS TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the memorandum titled 'Ongoing funding arrangement options for Palmerston North Public Sculpture Trust' presented to the Culture & Sport Committee on 28 June 2023, noting that Council's Public Art Policy is currently under development.
2. That the Committee directs the Chief Executive to support the Trust to gather ongoing public input.

1. ISSUE

- 1.1 The purpose of this memorandum is to provide a response to the Arts, Culture & Heritage Committee's resolutions of 10 August 2022 (14-22):

That Council Officers work with the Sculpture Trust to identify and assess ongoing funding arrangement options and report back as appropriate.

That Council Officers work with the Sculpture Trust to identify and assess options for public input to inform the Trust's planning of type and location of future installations.

2. BACKGROUND

- 2.1 The Palmerston North Public Sculpture Trust was formed to encourage the acquisition and installation of sculptures in public areas within the city of Palmerston North to foster appreciation, participation and expression of art and to enhance the urban environment.
- 2.2 The Sculpture Trust has been contributing to the vibrancy of the city centre through the gifting of public sculptures to Council for the enjoyment of the public since 2008.
- 2.3 Council has funded the Sculpture Trust \$50,000 every year since 2007, with the exception of the 2021 financial year. This directly contributes to Council's

Strategic Plan, Goal 2: A Creative and Exciting City, Priority 3: Being a creative city that nurtures and celebrates the Arts.

- 2.4 Council has a signed Memorandum of Understanding with the Sculpture Trust dated 14 April 2021 (expiry date 14 April 2024), which sets out the roles and responsibilities with regards to working together.
- 2.5 The Sculpture Trust identifies sites, commissions work and arranges for the installation of the sculptures. Ownership of the sculptures is then vested in Council who has the ongoing responsibility for ongoing care and maintenance. To date there are thirteen sculptures on Council's Public Art Register which the Sculpture Trust has been directly responsible for.
- 2.6 The draft Public Art Policy, currently under development, should be read in conjunction with this memorandum, as it provides a broader context for Public Art.

3. FUNDING ARRANGEMENT OPTIONS

- 3.1 Funding sources for public sculptures in New Zealand are very limited. Typically, it's a mixed model approach, whereby a number of funding sources are required from different avenues including national funding bodies, local government and private donor investment for each project.

Creative New Zealand

- 3.2 Creative New Zealand (Arts Council, Toi Aotearoa) is the main national funding body that supports funding for commissioned artworks in public spaces, through the Arts Grants funding mechanism. Arts Grants funding has a maximum limit of up to \$75,000 per project.
- 3.3 Creative New Zealand's funding criteria states: Funding is available to commission New Zealand artists to create new work for public presentation. Applications can be made for the cost of the artist creating the work.
- 3.4 A strong application should include:
 - Details of the selection process and the artistic brief
 - A clear description of the proposed work
 - Confirmation of when and where it will be presented and by whom
 - Artistic support material that illustrates the proposed work
 - Confirmation of the artist's availability
 - A copy of the contract with the artist
 - An explanation of how best practice copyright protection will be provided for the artist.

3.5 For public art commissions such as public sculptures and murals, a strong application should also include:

- an explanation of how the project is consistent with the local or regional public artwork strategy (as published by the relevant local city or district council)
- a letter from the relevant territorial authority confirming their interest in, and financial commitment to, the project
- a long-term maintenance plan for the artwork.

External Funding

3.6 While applying for external funding is an option, it is contestable, which means there is no guarantee of receiving the funding. So, by its nature, contestable funding is not seen as a secure ongoing funding arrangement. Additionally, contestable funding means it is difficult to plan with any certainty.

Public Trusts

3.7 Public Trust funds are another possible source of funding, but levels of funding are generally smaller (\$5,000 - \$20,000) and often funding is limited by location; for example, some trusts may fund public artworks but only in their geographical region.

Council – Direct Support

3.8 The benefit for Council with the current funding of the Sculpture Trust is that the majority of the work (site selection, commissioning and installation) is done by the Trust and at the end of the process the ownership of the sculpture is vested back to Council as an asset for the public.

3.9 Each funding option investigated requires a level of financial support or endorsement from a Local Authority.

3.10 In comparison:

Dunedin City Council

Funds \$100,000 every four years towards commissioning new Public Art (\$25,000 annually).

Wellington City Council

Contributes \$35,000 annually to the Wellington Sculpture Trust to commission new Public Art.

Tauranga City Council

New Public Art Framework has three different funding streams, each with a threshold of \$50,000 (annual allocated amounts cannot be determined at this point as the new funding model becomes available 1 July 2024):

Stream 1 – Internal allocation for significant Tauranga City Council-led commissions costing more than \$50,000;

Stream 2 – External allocation for significant externally-led commissions costing more than \$50,000 to create (these artworks are gifted to the city when complete);

Stream 3 – External allocation for community and urban artworks costing less than \$50,000 to create.

4. PUBLIC INPUT INTO TYPE & LOCATIONS

- 4.1 Choosing locations for sculptures is undertaken by the Sculpture Trust in collaboration with Council. The choice of appropriate sites takes into consideration sightlines, pedestrian movement, available space, appropriateness and any cultural sensitivities. The current focus of locations is the Central Business District.
- 4.2 Raising public awareness of how public sculptures contribute to a city's vibrancy, reputation, and access to public art, is one way of engaging the public.
- 4.3 Officers have suggested to the Sculpture Trust Chairperson that public forums are an effective way to gain public feedback, input, and support.
- 4.4 These suggestions include:
 - Hosting a public forum on Public Art in Palmerston North;
 - Holding a series of public talks which feature the artists talking about their work;
 - Creating a booklet that profiles the sculptures, artists and meaning behind the works (similar to the Sculpture Trust 2006-2017 commemorative publication).

Panels

- 4.5 Another model that some other local authorities use is having an established Public Art Panel to make decisions on location and artist commissions. Panels are typically made up of visual art experts (from galleries or museums), Council representatives (Arts Advisor, Urban Designer) and community representatives (including mana whenua).
- 4.6 This model works well as it combines a wider group of interested parties in the selection process. Details of how a panel operates could be incorporated in a Public Art Policy.

5. CONCLUSION

- 5.1 Therefore, Officer advice is to maintain the current funding arrangement and review the Memorandum of Understanding with the Sculpture Trust when it expires in April 2024, noting Council is currently in the process of developing a Public Art Policy.

6. NEXT STEPS

- 6.1 Completion of a Public Art Policy will provide Council with guidance for Public Art commissions and installations.
- 6.2 Officers will continue to provide support to the Sculpture Trust regarding ways to engage with the public and make connections with community groups who the Trust can engage with.

7. COMPLIANCE AND ADMINISTRATION

| | |
|--|--|
| Does the Committee have delegated authority to decide? | Yes |
| Are the decisions significant? | No |
| If they are significant, do they affect land or a body of water? | No |
| Can this decision only be made through a 10 Year Plan? | No |
| Does this decision require consultation through the Special Consultative procedure? | No |
| Is there funding in the current Annual Plan for these actions? | Yes |
| Are the recommendations inconsistent with any of Council's policies or plans? | No |
| The recommendations contribute to Goal 2: A Creative and Exciting City | |
| The recommendations contribute to the achievement of action/actions in Arts and Heritage Plan. | |
| The action is: Curate, maintain and promote Council's public art, and purchase and install new public art. | |
| Contribution to strategic direction and to social, economic, environmental, and cultural well-being | The recommendations align to the strategic direction by providing funding for public art which contributes to being a creative city that nurtures and celebrates the arts (Goal 2 – Priority 3 from Arts & Heritage Plan 2021-2031). |

ATTACHMENTS

Nil

MEMORANDUM

TO: Culture & Sport Committee

MEETING DATE: 28 June 2023

TITLE: Annual Progress Report on Heritage Themes in Council Programmes 2022/23

PRESENTED BY: Keegan Aplin-Thane, Senior Planner and Linda Moore, Manager City Library

APPROVED BY: David Murphy, Chief Planning Officer
Kerry-Lee Probert, Acting Chief Customer Officer

RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Committee receive the memorandum titled 'Annual Progress Report on Heritage Themes in Council Programmes 2022/23', presented to the Culture & Sport Committee on 28 June 2023.
-

1. ISSUE

The purpose of this memorandum is to update the Culture & Sport Committee on the heritage themed activities that have been completed in the 2022/23 period across Council programmes. This update is prepared annually.

2. BACKGROUND

The Arts and Heritage Plan (2021-31) includes the following ongoing action:

- *Provide an annual progress report on military heritage themed Council-run programmes to the Arts, Culture & Heritage Committee (now the Culture & Sport Committee) with involvement of the Palmerston North Defence Heritage Advisory Group (PNDHAG).*

The Arts, Culture & Heritage Committee resolved at the 29 September 2021 meeting:

- *That the future focus of the Military Heritage Update report include opportunities for development of the military heritage theme in the built environment.*

The Arts, Culture & Heritage Committee resolved at the 10 August 2022 meeting:

- *That the Chief Executive provide an annual progress report on the development of heritage themes, including military heritage, across Council programmes.*

Officers have assumed that the expanded scope of this report applies to the opportunities for development of heritage themes in the built environment.

3. CURRENT COUNCIL PROGRAMMES & PLAN ACTIONS

Ongoing Council actions relating to heritage are attached in Appendix 1. The following actions and programmes are specific to heritage:

| Plan Action/Programme | Year | Update |
|--|---------|--|
| Develop a Caccia Birch Site Master Plan | 2023/24 | Not scheduled to start. |
| Complete an inventory of District Plan listed Built Heritage | 2021/22 | Complete. |
| Publish a public facing interactive online map that spatially shows the city's military heritage sites | 2021/22 | Complete. |
| Develop a CBD Architectural Heritage Design Guide | 2022/23 | Not started due to resourcing constraints. |
| Develop an earthquake strengthening guide for heritage buildings | 2021/22 | Not started due to resourcing constraints. |
| Develop a 'District Plan Heritage Buildings Tour' on the Manawatū Heritage Tour App | 2021/22 | In progress. Changes to the app to be made prior to adding new tours. |
| Survey the community and stakeholders to inform future development of Manawatū Heritage | 2021/22 | Will be undertaken in the 2023/24 year. |
| Investigate the need for additional shelving for archives as part of the Civic and Cultural Precinct Master Plan | 2021/22 | Part of Civic and Cultural Precinct Masterplan currently being prepared. |
| Review the Natural and Cultural Heritage Incentive Fund | 2022/23 | Not started. |
| Mark the city's 150 th anniversary | 2021/22 | Complete. |

4. HERITAGE THEMED COUNCIL ACTIVITIES 2022-2023

Updates to heritage-themed Council activities that do not relate to specific programmes above include the following for the 2022-23 financial year:

| Council Function | Programmes/Activities |
|-------------------|--|
| Events | <ul style="list-style-type: none"> - Armistice Day service: 11 November 2022, Conference & Function Centre. - Anzac Day services: 25 April 2023, Te Marae o Hine. Council also supports Ashhurst and Bunnythorpe Anzac services. - Battle of the Bridges: Postponed this year due to resource constraints from our partner organisations. - Palmerston North Anzac and Armistice Day Organising Committee: Biannual terms of reference has been updated. |
| Programmes | <ul style="list-style-type: none"> - Local History Week: Local History Week 2022 delivered in November. The delivery of Local History Week 2023 in the Central Library was scheduled in February/March to align with the introduction of a citywide Heritage Month. All talks were recorded for YouTube. - Military History Presentation Series: Ten lunchtime talks and four evening talks. - Military Display at the Central Library: April 2023 - 80th Anniversary of WWII, 1943. |
| Community Support | <ul style="list-style-type: none"> - Bunnythorpe War Memorial restoration funded with Lotteries Environment & Heritage grant – completion due Anzac Day 2023. - Replacement of damaged Memorial Park plaque. - Heritage funding given for: <ul style="list-style-type: none"> o Maintenance of the Former Salvation Army Junior Hall (Cameron Jewellery). o Restoration of the First Church of Christ Scientist. o Strengthening investigations for Norfolk House (Coleman Place). o Green Corridors conference. - Kelvin Grove/Terrace End Cemeteries: Over 1,700 service graves have been restored as of late 2022 by the Palmerston North Returned Services Association. The Association undertook this work under an agreement with |

| | |
|------------------------|---|
| | <p>Council. Agreement due for renewal.</p> <ul style="list-style-type: none"> - Nga Toa o Manawatū sculpture: Defence force community sculpture delayed due to preferred location along He Ara Kotahi being destroyed by storm damage. - Awapuni Medical Memorial Refurbishment: Officers have brought in conservator and offered funding advice. |
| Policy & Regulatory | <ul style="list-style-type: none"> - Plan change J: Massey University Turitea Historical Area was made operative to the District Plan on 22 March 2023. - The former Post Office building is currently in the pre-application stage for a resource consent. |
| Storytelling | <ul style="list-style-type: none"> - Coordination of Back Issues series in Manawatū Standard: Weekly article produced on local history for weekend broadsheet. Heritage Team members have researched and written regular articles alongside local historians. - Collaboration with Manawatū Peoples Radio to: <ul style="list-style-type: none"> o Upload oral histories and local interviews to Manawatū Heritage. o Record and podcast selected talks from Local History Week and Heritage Month Programme. - Poppy Places: Seven additional streets around Linton Army Base are planned for dedication as Poppy Places. These will be launched on Armistice Day 2023. |
| Archives & Collections | <ul style="list-style-type: none"> - Digital migration of existing Council archives, community archives & research files to Manawatū Heritage Repository is due for completion 2023/24. - Manawatū Heritage: <ul style="list-style-type: none"> o Hamblyn, Cottam, and Finnerty slide collections digitised and uploaded. o LG West plans digitised and uploaded. o Manawatū Standard negatives: 11,450 records now manually indexed. |
| Capital Programmes | <ul style="list-style-type: none"> - Savage Park: Heritage themed playground developed. - Kikiwhenua Meeting House Site: Land purchase on hold pending landowner agreement. - Hopwood Clocktower: Crushed lime surface replaced with detailed hard surface representative of Ereni Te Awe Awe's korowai/cloak pattern. |

5. BARRIERS TO ADVANCING HERITAGE GOALS

The current barriers limit the delivery of Council's heritage actions and programmes:

- a. Programme budgets for transport renewals or upgrades have not historically allocated funding towards delivering heritage outcomes.
- b. Vandalism is not currently reflected in the present care and maintenance budget for art and memorials. This issue will be identified and addressed in the upcoming Art and Memorials Asset Management Plan.
- c. Capacity constraints in the City Library Heritage Team to meet the demand in the heritage and local history function, specifically:
 - The absence of a dedicated City Archivist role.
 - The increasing backlog of community archives to be processed and/or digitised.
- d. Increased demand for local history resources, advice and support for the Aotearoa NZ History curriculum.
- e. The physical facility (space, conditions, shelving) for the city's archival collections is no longer fit for purpose.
- f. Annual Plan Programme 2130 – *Heritage Advisory Panel – Support delivery of heritage programme* (\$135,000) was not approved for funding in the 2022/23 Annual Budget.

6. UPCOMING HERITAGE THEMED ACTIVITIES

Planned future activities to incorporate heritage themes include the following:

- a. Streets for People Featherston Street – Currently scoping some historic sites for placemaking opportunities.
- b. Arapuke Forest Park – Rangitāne entrance feature under development as part of Mountain Bike Club facility development.
- c. Memorial Park – Conceptual design for Hero Walk complete. Currently preparing detailed design and costing.
- d. River entranceway sculptures currently being produced for Albert Street and Hokowhitu Lagoon entrances, representative of the mahinga kai/food gathering role that the lagoon area played in Palmerston North's history.
- e. Streets for People Streetscape Upgrades Programme – Paving design has been considering an extension of the korowai pattern referenced in other significant projects across the city.

7. NEXT STEPS

An annual report will be presented to the committee in 2024.

8. COMPLIANCE AND ADMINISTRATION

| | |
|--|--|
| Does the Committee have delegated authority to decide? | Yes |
| Are the decisions significant? | No |
| If they are significant do they affect land or a body of water? | No |
| Can this decision only be made through a 10 Year Plan? | No |
| Does this decision require consultation through the Special Consultative procedure? | No |
| Is there funding in the current Annual Plan for these actions? | Yes |
| Are the recommendations inconsistent with any of Council's policies or plans? | No |
| The recommendations contribute to Goal 2: A Creative and Exciting City | |
| The recommendations contribute to the achievement of action/actions in Arts and Heritage | |
| The action is: Provide an annual progress report on military heritage themed Council-run programmes to the Arts, Culture & Heritage Committee (now the Culture & Sport Committee) with involvement of the Palmerston North Defence Heritage Advisory Group (PNDHAG). | |
| Contribution to strategic direction and to social, economic, environmental and cultural well-being | This memorandum delivers the annual progress report required in the action above, and on the scope set by the Arts, Culture & Heritage Committee at its meeting of 10 August 2022. |

ATTACHMENTS

1. Local History Week 2022 [↓](#) 
2. Local History Week 2023 [↓](#) 
3. Heritage Month 2023 [↓](#) 
4. Military History Presentation Series [↓](#) 

Local History Week 2022

Kia whakatōmuri te haere whakamua



**Sunday 30 October to
Monday 7 November 2022**



Manawatū Heritage

INFORMATION & BOOKING DETAILS

LUNCHTIME TALKS

All welcome | Bring your lunch | Hot drinks provided

TOURS and SOME SPECIAL EVENTS

Limited places | Bookings essential

FOR ENQUIRIES & BOOKINGS CONTACT:

Heritage Team, Palmerston North City Library

Phone: 351 4100

Email: heritage@pncc.govt.nz

Visit: Second Floor, Central Library



DISPLAYS

Queen Elizabeth II in Palmerston North

This display showcases images from the Ian Matheson City Archives and Manawatū Heritage of Queen Elizabeth II's visits to Palmerston North.

**Second Floor, Central Library and
Ground Floor Computer Suite**



Remember the Past

A display of clothing and accessories from the past.
(Display items from various sources)

First Floor, Central Library / During Local History Week

SUNDAY 30 OCTOBER

Special Event: **Afternoon Tea Concert**

Dame Vera Lynn Remembered

Taking you back in time, Vicki Lee sings hits from Dame Vera Lynn. Performance will be followed by afternoon tea. Join us in the former C M Ross tearooms, now part of the City Library.

Copies of *The Career That Chose Me:*

Dame Vera Lynn Remembered

by Vicki Lee will be available for sale

Dress: Vintage dress optional.

Tickets available from the Central Library (limited no's)

Contact: genny.vella@pncc.govt.nz or 027 292 9965

Second Floor, Central Library / 3 - 5pm



MONDAY 31 OCTOBER

Local History Week Opening Ceremony

All welcome. *Refreshments sponsored by the Palmerston North Heritage Trust.*

Speaker: Anton Carter, Group Manager Community Services, Palmerston North City Council.

Best Local History Article Award for 2020 - 2022 awarded by the Palmerston North Heritage Trust.



Second Floor, Central Library

11am Refreshments / 11:30am Opening

Lunchtime Talk: Queen Elizabeth II in Palmerston North

A talk on the Queen's visits to Palmerston North during her reign.

Speaker: Lesley Courtney

Second Floor, Central Library / 12noon

TUESDAY 1 NOVEMBER

Lunchtime Talk: The pox, the flu and the 'rona

A century of infectious diseases and the response of pharmacies in Palmerston North. Pharmacies have been touted as the 'health professional you see most often' and are often the first stop for remedies, advice and care. During a health crisis this role is magnified. This talk will consider the role of pharmacies in the health care response to smallpox in 1900, the influenza pandemic in 1918 and the Covid-19 pandemic of today. As part of this talk Leanne will share a mix of her past history research and reflect on her recent experience as a hospital pharmacy technician, tasked with delivering Covid-19 vaccines in the Midcentral region.

Speaker: Leanne Hickman

Second Floor, Central Library / 12noon

Tour: Palmerston North City Council Archives

Join us for a behind-the-scenes tour of the PNCC Archives to learn how the city's heritage is being preserved.

To secure your spot, please contact us at heritage@pncc.govt.nz or 351 4100

Guide: Ralph Body

Bookings essential / 10:30am



WEDNESDAY 2 NOVEMBER

Preschool session: **Jumping Jellybeans Jump into the Past**

Let's celebrate local history with some fun 'old school' preschool activities.

First Floor, Central Library / 10 - 11am



Lunchtime talk: **Palmerston North's post-Second World War transit camps, 1945-1959: An experiment in social housing.**

At the end of the Second World War massive numbers of service people returned to Aotearoa with hopes of starting a family, getting a job, and finding a house. The hardest part of this dream was finding the house. Very few houses had been built during the war, resulting in a nation-wide shortage. To provide a temporary fix to the problem, cities started setting up transit camps, using Army huts. Pāmutana was just the third city in New Zealand to set up a camp and the first to develop a completely new site for this purpose. The transit camp at Hokowhitu, on land now occupied by the Centennial Park development (and previously by the Palmerston North Teachers' College), lasted from 1945 to 1959. Although in many ways the camp was rough and ready, (and politically controversial in its later years) it lived up to its kaupapa by providing hundreds of families with the new start they needed.

Speaker: Russell Poole

Second Floor, Central Library / 12noon



Tour: **Palmerston North City Council Archives**

Join us for a behind-the-scenes tour of the PNCC Archives to learn how the city's heritage is being preserved.

To secure your spot, please contact us at heritage@pncc.govt.nz or 351 4100

Guide: Ralph Body

Bookings essential / 10.30am



THURSDAY 3 NOVEMBER

Tour: **Massey University Archives**

Join a tour of the facilities of the University Archives and learn more about this rich part of our local history and how it is preserved and made accessible to everyone.

Tours starting at 10am and 11am. Bookings phone: 06 951-6800 or email: libarch@massey.ac.nz

**Massey University Archives, Practical Teaching Complex,
Albany Drive, Palmerston North**

Lunchtime talk: **Earning a Crust: Faces of Work in Palmerston North's Past**

The 2023 Heritage Trust calendar presents images of working lives from Palmerston North's past. Members of the Trust will use historical illustrations to discuss the varied ways in which Palmerstonians have supported themselves and others, from shearing to shop-work, voluntary work to railway activities.

Speaker: Various

Second Floor, Central Library / 12noon



Special Event: **Poets on Palmy**

Join us for an evening to celebrate Palmerston North Poems. Starring Manawatū poets Tim Upperton, Tim Saunders and Jo Aitchison, with special guest James Brown (ex-Palmerston North).

Books will be available for sale and signing.

Second Floor, Central Library / 6pm / Refreshments



FRIDAY 4 NOVEMBER

Tour: **Massey University Archives**

Join a tour of the facilities of the University Archives and learn more about this rich part of our local history and how it is preserved and made accessible to everyone.

Tours starting at 10am and 11am.

Bookings phone: 06 951-6800 or

Email: libarch@massey.ac.nz

**Massey University Archives,
Practical Teaching Complex,
Albany Drive, Palmerston North**



Lunchtime Talk: **Archives Central**

Archives Central holds physical and digital archival mater for 9 regional, district and city councils within the Manawatū-Whanganui Region. Join us to hear about the interlinked historical resources held, exciting projects undertaken and the future of our regions valuable archives.

Speaker: Evan Greensides,

Senior Archivist Archives Central

Second Floor, Central Library / 12noon



SUNDAY 6 NOVEMBER

Special Event: **The Forgotten Coast**

Richard Shaw, Massey University, explores a personal story from our bicultural history. In his book *The Forgotten Coast* (2021) the author tells an old family story he was never told when growing up: that his ancestors once farmed land in Taranaki confiscated from Māori and sold to his great-grandfather, who was with the Armed Constabulary when it invaded Parihaka on 5 November 1881. This book's focus is urgent: how, in a decolonising world, Pākehā New Zealanders wrestle with, and own, the privilege of their colonial past.

Copies of *The Forgotten Coast* will be available for sale and signing.

Speaker: Richard Shaw

Wesley Broadway Church Event

Second Floor, Central Library / 2 - 4pm



MONDAY 7 NOVEMBER

Lunchtime talk: **The Process and Self-Publishing of a Memoir**

Lynn Kirkland is in the process of writing a memoir about the Herb Farm to celebrate their 30th Anniversary in February 2023. Lynn will share how she is doing this as well as how she wrote her personal memoirs *My Italian Destiny* and the sequel *Our Italian Legacy*.

Books will be available for sale and signing.

Speaker: Lynn Kirkland

Second Floor, Central Library / 12noon



Mina McKenzie Memorial Lecture: **Stories of change and innovation in the regions: Women in New Zealand museums since the 1950s**

Women now run most of the significant regional museums in New Zealand, including Te Manawa, and yet the figure of the museum director at a metropolitan level remains overwhelmingly male. This illustrated lecture focuses on the role of women in New Zealand museums and shows how they moved from honorary and voluntary roles to running museums over the 20th century. What did women bring to these roles? As I will show they introduced new perspectives on social history and encouraged new areas of collecting, and yet their endeavours have not been well recognized. Mina McKenzie is just one, albeit exemplary example, and I will place her distinguished contribution in the context of these developments.

Speaker: Dr Bronwyn Labrum, Director of Whanganui Regional Museum

Te Manawa Museum Society Event

Te Rangahau Curiosity Centre, Te Manawa

Doors open 6.45pm, Lecture at 7pm. Tea/coffee to follow.



THURSDAY 10 NOVEMBER

Awapuni talk: **Music, Tea and Tales**

Join us for an afternoon of conversation and memories. Margaret Tennant will speak about the history of the Awapuni Hospital, followed by a special afternoon tea to celebrate the 6th birthday of Boho Cafe. Presented by Riverstop Awapuni.

Speaker: Margaret Tennant

Boho Cafe, Awapuni / 3pm



Heritage Open Day 2022

OPEN DAY - SUNDAY 6 NOVEMBER

HOFFMAN KILN, 615 FEATHERSTON STREET

12 - 4pm

Visitors will be able to explore the kiln (built 1904) and its surrounds, and learn some of the kiln's finer points. Admission is free, but donations towards preserving and developing this important category one industrial heritage site are gratefully received.



PALMERSTON NORTH ELECTRIC POWER STATION 162 KEITH STREET

12:30 - 4pm

The power station will be open from 12.30pm with engine starts on the hour from 1pm. Due to the building's earthquake-prone status entry is at your own risk. A donation towards the earthquake strengthening of this category one industrial heritage building would be appreciated.



CACCIA BIRCH HOUSE, 130 TE AWE AWE STREET

12:30 - 4pm

Category 1 Historic Place Trust listed Caccia Birch House was built in 1895 overlooking Hokowhitu Lagoon, with a huge lawn nestled amongst large protected trees and NZ style gardens, and is owned by PNCC. The Coach House now houses an archive explaining the history of the area and homestead from pre-European settlement to today. www.caccia-birch.co.nz



Family History Research

Volunteers from the New Zealand Society of Genealogists can help you with your family history. They are available 10:30 - 1:30pm every Wednesday on the 2nd floor of the library.

Digitise your photos

For high quality results use the digitisation station for free on the 2nd floor of the Central Library. Preserve your documents, photographs, negatives and slides by scanning them and saving to a USB. Staff can assist with scanning.

For more information: Telephone : (06) 351 4100 or Email : Heritage@pncc.govt.nz

Armistice Day Programme

FRIDAY 11 NOVEMBER

Armistice Day Service

A traditional service to commemorate the signing of The Armistice. Returned and serving personnel are requested to form up at the iSite at 10.45am. Public are welcome to attend the ceremony. Wet weather venue is the Conference and Function Centre.

The Cenotaph / 11am

Poppy Places: Streets of Significance

Join the Mayor, NZ Poppy Places Trust and Linton Military Camp to launch the next six streets of significance at Linton Camp, in the PN Conference & Function Centre, following the commemorative service

Conference & Function Centre / 11:50am

A Tale of Two Myths, 1914-1915

An examination of two of New Zealand military history's myths - General Bernard Freyberg, VC's pre-war Mexican connection in 1914, and Colonel Malone's refusal of an order on Chunuk Bair in August 1915

Speaker: Dr Ian McGibbon, ONZM, Military Historian and General Editor (War History), Ministry of Culture and Heritage

Globe 2 Theatre / 5:45pm



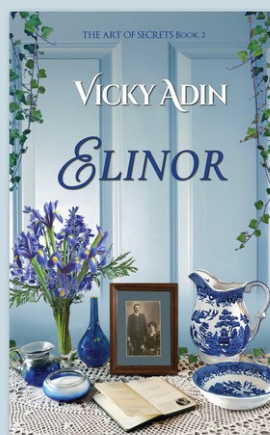
BEYOND LOCAL HISTORY WEEK

Palmerston North City Library
MEET THE AUTHOR TALK

VICKY ADIN

**Award-winning author of
New Zealand Historical Fiction**

talks about writing *Elinor*, her latest
novel, set in the Manawatū



Thursday 10th November, 10.30am
FREE morning tea. Plus a chance to WIN a prize!

RSVP to vicky@vickyadin.co.nz

Second Floor, Central Library



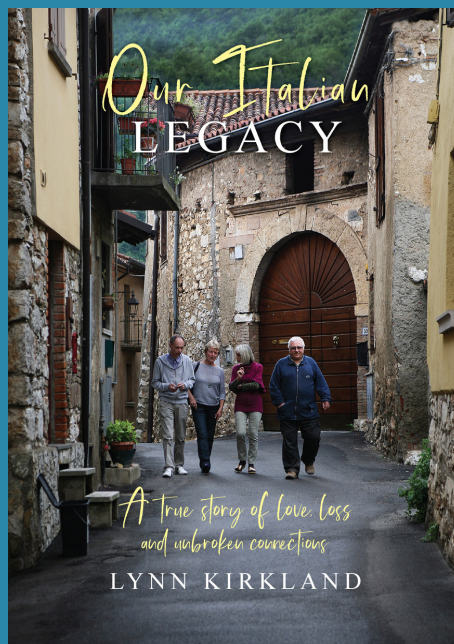
PALMY
CITY
LIBRARY

Lunchtime talk: **The Process and Self-Publishing of a Memoir: Lynn Kirkland**

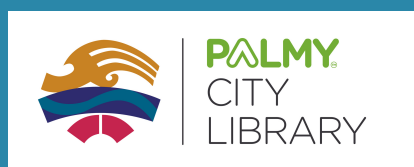
Lynn Kirkland is in the process of writing a memoir about the Herb Farm to celebrate their 30th Anniversary in February 2023.

Lynn will share how she is doing this as well as how she wrote her personal memoirs *My Italian Destiny* and the sequel *Our Italian Legacy*.

Books will be available for sale and signing.



**Monday 7 November 12noon
Second Floor, Central Library**



MONDAY 7 NOVEMBER

Lunchtime talk: **The Process and Self-Publishing of a Memoir**

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Books will be available for sale and signing.

Speaker: Lynn Kirkland

Second Floor, Central Library / 12noon



Mina McKenzie Memorial Lecture: **Stories of change and innovation in the regions: Women in New Zealand museums since the 1950s**

Women now run most of the significant regional museums in New Zealand, including Te Manawa, and yet the figure of the museum director at a metropolitan level remains overwhelmingly male. This illustrated lecture focuses on the role of women in New Zealand museums and shows how they moved from honorary and voluntary roles to running museums over the 20th century. What did women bring to these roles? As I will show they introduced new perspectives on social history and encouraged new areas of collecting, and yet their endeavours have not been well recognized. Mina McKenzie is just one, albeit exemplary example, and I will place her distinguished contribution in the context of these developments.

Speaker: Dr Bronwyn Labrum, Director of Whanganui Regional Museum

Te Manawa Museum Society Event

Te Rangahau Curiosity Centre, Te Manawa

Doors open 6.45pm, Lecture at 7pm. Tea/coffee to follow.



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Join us for an afternoon of conversation and memories. Margaret Tennant will speak about the history of the Awapuni Hospital, followed by a special afternoon tea to celebrate the 6th birthday of Boho Cafe. Presented by Riverstop Awapuni.

Speaker: Margaret Tennant

Boho Cafe, Awapuni / 3pm



Local History Week

Palmerston North

Nau mai, haere mai



27 FEBRUARY - 5 MARCH | 2023



Kia ora, a warm welcome!

Local History Week is here again.

"Hmmm," we hear you say, "didn't we just have Local History Week in November last year?" True! We've had a change in our programming due to the introduction of a city wide Heritage Month (27 February to 5 March).

Heritage Month focuses on the heritage of Palmerston North, its surrounds and local connections to wider Aotearoa histories. It seemed a natural fit to begin the month with Local History Week at the Palmerston North City Library. As the weather is more settled in March we hope you'll enjoy the various walks and tours planned, which accompany a wide range of displays, talks, workshops and open days.

There are several themes weaving throughout the week and you'll notice these connections across the programme. We are embracing our awa (river), whenua (land), mana whenua (Rangitāne and Māori iwi and hapū who have ancestral rights over the land), the enduring partnership within which Palmerston North was established and taking a look at our built environment.

We hope you enjoy the experience!

- OPEN DAYS
- TALKS
- TOURS
- WORKSHOPS
- WALKS
- DISPLAYS

FOR THE FULL PROGRAMME SEE OUR WEBSITE

<https://citylibrary.pncc.govt.nz/whats-on/programme/local-history>

ALL ENQUIRIES

Heritage Team, Palmerston North City Library
Phone: 351 4100 x 7377
Email: heritage@pncc.govt.nz
Visit: 2nd Floor, Central Library

MONDAY 27 FEBRUARY

Local History Week opening ceremony

Presented by Debi Marshall-Lobb, Deputy Mayor of Palmerston North
Patron of Te Kokonga Pōuri Whatu Raranga Rōpū, Papaioea - Highbury Weavers.

2nd Floor, Central Library / 12:30pm-1:30pm
12:30pm Refreshments / 1:00pm Opening

Harakeke and raranga

Hosted by Te Kokonga Pōuri Whatu Raranga Rōpū, Papaioea - Highbury Weavers

View the beautiful korowai, harakeke works and art of Te Kokonga Pōuri Whatu Raranga Rōpū, Papaioea - Highbury Weavers.

2nd Floor, Central Library / 10:00am-2:00pm

Te Ara Whānui o te Ao

Guided by Warren Warbrick, Rangitāne ki Manawatū

Gain an understanding of the City Library building through its artistic expressions, from a Rangitāne point of view.

2nd Floor, Central Library / 1:30pm-3:00pm

Panel: History of the built environment in and around Palmerston North

Panelists: Warren Warbrick, Rangitāne ki Manawatū | Cindy Lilburn, Historic Places Manawatū-Horowhenua | Mike Roche, Professor Emeritus, Massey University
Chair: Geoff Watson, Associate Professor School of Humanities, Massey University

The built environment encompasses the physical human-made spaces around us. A panel of experts discuss the places in which we live, love and work. From iwi dwellings, structures and landscapes, early infrastructure and colonial architecture, to the urban design of Palmerston North and surrounds. The conversation is sure to be fascinating and entertaining.

Ground Floor, Central Library / 6:00pm-7:30pm

TUESDAY 28 FEBRUARY

A walk through Memorial Park

Guided by Geoff Watson, Associate Professor School of Humanities, Massey University

Memorial Park has evolved from a formerly forested domain, to ballast pit, to recreational facility. Local historian Geoff Watson will take a tour of the park looking at how the facilities have changed over time and at the various memorials that have been established there.

**Heroes Feature Wall (no. 3 on the map),
Memorial Park, Napier Road / 1:30pm-3:00pm**
Limited numbers – registration is essential

Understanding our place through vegetation

Guided by Dave Charnley, Senior Urban Designer, Strategic Planning, PNCC

Vegetation connects us to nature. It also connects us to our sense of place and the narrative of our city and its people. Join Dave Charnley on a city centre walk around Te Marae o Hine and surrounds, to better understand the role vegetation plays in knowing our place and ourselves.

Outside i-Site building, Te Marae o Hine / 3:30pm-4:30pm
Limited numbers – registration is essential



The flax trade in the Manawatū

Presented by Josh Reid, School of Humanities, Massey University

The flax trade was pivotal in New Zealand's economic, industrial, labour, and environmental history, though its scale and significance has often been overlooked. From the 1890s, Manawatū was the epicentre of this industry. This talk will explore the history of the Manawatū flax trade, its influence and its role within the broader history of Aotearoa.

Ground Floor, Central Library / 6:00pm-7:00pm

Back Issues - How to contribute to the series

Hosted by: Matthew Dallas, Editor, Manawatū Standard and Palmerston North City Library

Seeking writers of local history topics! Back Issues is a popular weekly series in the Manawatū Standard, coordinated by the Palmerston North City Library. Join Editor Matthew Dallas for insights on how to contribute to the series, the reach of the newspaper and scope of your stories.

Oroua Room, Ground Floor, Central Library / 5:30pm-6:30pm
Limited numbers – registration is essential

WEDNESDAY 1 MARCH

Jumping Jellybeans jump into the past

Hosted by the Helen Dailey, Lifelong Learning Team, Central Library

Let's celebrate raranga throughout Local History Week in paper weaving preschool activities.

1st Floor, Central Library / 10:00am-11:00am

Wire Happy: the Shannon objectors' camps 1942-1946

Written by Margaret Tate, Historian | Presented by Lesley Courtney, Archivist

The Shannon Objectors' Camps were an important part of the WWII system of detention for conscientious objectors. Situated in the Horowhenua, on former flax milling sites, they held over one third of all detainees during the war. Their story is a little known part of New Zealand's history.

2nd Floor, Central Library / 12:30pm-1:30pm



Visit Te Rau Aroha Māori Battalion Hall

Guided by the Māori Battalion Hall Committee on behalf of the Raukawa District Māori Council

Join a guided tour of Te Rau Aroha Māori Battalion Hall. Built in 1964, it's a national memorial to fallen soldiers of the 28th Māori Battalion who lost their lives in World War II.

Te Rau Aroha Māori Battalion Hall, Cuba Street
/ 2:00pm-3:00pm
Registration is essential

Central Energy Trust Arena: behind the scenes

Guided by Ashleigh Hughes and John Lynch, Palmy Venues

A large site to explore, wear your walking shoes!

**Central Energy Trust Arena, Entrance Plaza
(cnr Cuba & Waldegrave Streets) / 3:00pm-4:00pm**
Limited numbers – registration is essential

Tōtaranui Homestead Open Day

Hosted by Te Manawa Museum of Art, Science and Heritage

We're hosting open homes over March! Pop in for a peek. Turning back time at Te Manawa. As we celebrate Local History Week, discover the historical taonga cared for by Te Manawa Museum of Art, Science and Heritage.

**Tōtaranui Homestead, Te Manawa Museum of Art, Science
and Heritage, Main Street / 3:30pm-4:30pm**

Getting started with genealogy

Hosted by Palmerston North Branch of the New Zealand Society of Genealogists

DNA Basics: unlock those family mysteries! With expertise from the Palmerston North Branch of the New Zealand Society of Genealogists.

2nd Floor, Central Library / 6:30pm-8:00pm
Limited numbers – registration is essential

THURSDAY 2 MARCH

Chief Post Office and its exciting future

Presented by Grant Smith, Mayor of Palmerston North

Palmerston North's Chief Post Office, opened in 1906 by Sir Joseph Ward, Prime Minister and Postmaster General, was one of the nation's grandest. Mayor Smith feels a connection to the building where he opened his first bank account and where his future wife Michelle, worked in the Telephone Services department. Listen to highlights of this city landmark's past glory and its future as a central city hotel.

2nd Floor, Central Library / 12:30pm-1:30pm

The architecture of place

Guided by Dave Charnley, Senior Urban Designer, Strategic Planning, PNCC

Our buildings are physical storybooks of our place and our people. Join Dave Charnley on a city centre walk around Te Marae o Hine and surrounds, where he will highlight a range of old and new buildings and the role they play in the narrative of our city.

Outside i-Site building, Te Marae o Hine / 3:30pm-4:30pm
Limited numbers – registration is essential

THURSDAY 2 MARCH

LibLab

Hosted by the Lifelong Learning Team, Central Library

After school LibLab will be mixing it up with some Local History activities this week. Best for ages 5+.

1st Floor, Central Library / 3:45pm-4:45pm

Awahou South Schoolhouse

Hosted by Te Manawa Museum of Art, Science and Heritage

What was school like back in the good old days? Take a seat in the Awahou South Schoolhouse and try your hand at writing with ink. Turning back time at Te Manawa. As we celebrate Local History Week, discover the historical taonga cared for by Te Manawa Museum of Art, Science and Heritage.

Awahou South Schoolhouse, Te Manawa Museum of Art, Science and Heritage, Main Street / 3:30pm-4:30pm



FRIDAY 3 MARCH

Manawatū River Leaders Accord: an update on progress from hapū and iwi perspective

Presented by: Dennis Emery | Hone Morris | Oriana Paewai

Ina ora te wai ka ora te whenua me te tangata – If and when the water is healthy, the land and the people will also be healthy. A thought-provoking discussion about looking after the river and how the wellbeing of the water, and the wellbeing of the land, lies in our hands.

2nd Floor, Central Library / 12:30pm-1:30pm

The obelisk tour

Guided by THEN – Histories of Pāmutana

Discover who our community has chosen to commemorate in Te Marae o Hine. Join THEN (Virginia and Warren Warbrick) to hear about the big picture and the finer details.

Ngā Huruhuru Rangatira, Te Marae o Hine / 5:30pm-6:30pm
Limited numbers – registration is essential

SATURDAY 4 MARCH

Woolshed Café: heritage houses

Guided by Alan Parker, Woolshed Café

Experience a unique, audio-guided heritage walk of seven carefully restored New Zealand houses dating from 1860s to 1960s. Afterwards treat yourself to morning tea at the Woolshed Café.

Meet at Barber Hall carpark, Waldegrave Street.
Bus provided / 9:00am-1:00pm
Limited numbers – registration is essential
Paid activity, \$10.00 per person

The Fire Storm Summers of the 1880s

Presented by Margaret Tennant, Historian

Burning Manawatū: Ever since the start of human habitation in Aotearoa New Zealand fire had been used to modify landscapes. In the 1880s Manawatū residents were all too familiar with the acrid smell of smoke, the darkening of the sun in daytime and the nighttime glow and flicker of massive bush fires in the distance – and sometimes perilously close at hand.

2nd Floor, Central Library / 2:00pm-3:00pm

Tōtaranui Homestead

Hosted by Te Manawa Museum of Art, Science and Heritage

We're hosting open homes over March! Pop in for a peek.

Tōtaranui Homestead, Te Manawa Museum of Art, Science and Heritage, Main Street / 2:30pm-3:30pm



SUNDAY 5 MARCH

Manawatū: meander from source to sea

Guided by THEN – Histories of Pāmutana

In conjunction with Palmerston North City Library, THEN will be leading a day-long meander, stopping at multiple points along Te Awa o Manawatū. Hear pūrākau (historical and cultural stories) along the way. A picnic lunch and evening meal of fish and chips is provided. This is an experience not to be missed!

Whakawhanaungatanga: A meet and greet session including essential pūrākau, practical guidelines and a trip map will run on **Thursday 2 March**. It's also a good time to meet your fellow travellers, in advance.

Meet at Barber Hall carpark, Waldegrave Street.

Mini vans provided /

7:30am-7:30pm

Limited numbers –

registration is essential

Paid activity,

\$80.00 per person



Embroidering historic photos: a taster

Hosted by Robyn Wilson, Manawatū Embroiders' Guild

Learn how to embellish copies of historic photos and old postcards with embroidery. As you 'craft' you'll discover where and when stitching on photographs originated. Photographs, needles and thread supplied. You are welcome to bring your own images.

2nd Floor, Central Library / 10:00am-12:00pm

Limited numbers – registration is essential

Terrace End Cemetery

Guided by Leanne Croon Hickman, Historian

Join us on an afternoon tour to 'meet' some of the interesting residents of the Terrace End Cemetery.

Terrace End Cemetery, Napier Road / 2:00pm-3:30pm

Limited numbers – registration is essential

Awahou South Schoolhouse

Hosted by Te Manawa Museum of Art, Science and Heritage

What was school like back in the good old days? Take a seat in the Awahou South Schoolhouse and try your hand at writing with ink.

Awahou South Schoolhouse, Te Manawa Museum of Art, Science and Heritage, Main Street / 2:30pm-3:30pm

FOR TEACHERS

[WORKSHOPS]

With the introduction of the new Aotearoa New Zealand Histories Curriculum, the City Library has created 'The Kaiako Series', especially for Year 1-10 teachers. **Running every Wednesday in March from 4-6pm**, teachers can register for FREE for one, a few or all five events in the series.

Topics at the City Library include: how to use newspapers with your class, creating new content for Manawatū Heritage, accessing history through the arts; along with a session on Mātauranga Māori at Te Manawa Museum of Art, Science and Heritage. The popular 'Ka Mua, Ka Muri' heritage expo returns to the Palmy Conference and Function Centre on Wed 15 March.

The City Library is collaborating with the Regent on Broadway to offer FREE hands-on history trips for selected classes of six Palmerston North schools during March, including covering the transport costs between school and central city. Students will visit the City Library for a guided activity on archival materials about the Regent Theatre and then visit the theatre to uncover historical stories.

All events for teachers are free. Register [online](#).

DISPLAYS

DURING LOCAL HISTORY WEEK

Windows on the past

As Ko Manawatū te Awa weaves through our programme this week, its journey through our history also features in images displayed on the windows of the Central Library.

Central Library, George Street

Portrait of Ereni Te Awe Awe

Philip Holmes, artist

Palmerston North artist Philip Holmes was inspired to paint Rangitāne rangatira, Ereni Te Awe Awe. He gifted the magnificent portrait to the city in 2021. You can find out more about Ereni Te Awe Awe during the The Obelisk Tour on Friday 3 March.

2nd Floor, Central Library

New Acquisitions Exhibition

Hosted by Te Manawa Museum of Art, Science and Heritage
Te Manawa Museum of Art, Science and Heritage is excited to share some of the recent additions to the treasures collection from February 27. From the quirky to the reflective and historically significant, the showcase will give you a taste of the diverse nature of our collection.

Journeys Gallery, Te Manawa Museum of Art, Science and Heritage

Regent slide show presentation

Presented by Te Manawa Museum of Art, Science and Heritage

The Regent on screen, a silent movie for your viewing pleasure. Showing the construction of the Regent Theatre in the 1930s, pictures from Val Page's Room of Memories and photos from Thelma Parsons' collection of 1930s film star images held at Te Manawa Museum of Art, Science and Heritage.

Digital Displays, Central Library



Regent Theatre historical objects

Presented by Te Manawa Museum of Art, Science and Heritage

Delight in this selection of quirky objects that bring the history of the Regent Theatre to life – including Val Page's bowties and Nibble Nook memorabilia.

Display Cabinets, Central Library

Historic display at Ashhurst Community Library

Enjoy browsing this display and discovering more about historic Ashhurst.

Historic display at Roslyn Community Library

Enjoy browsing this display and discovering more about historic Roslyn.

Historic display at Awapuni Community Library

Enjoy browsing this display and discovering more about historic Awapuni.

Historic display at Highbury Community Library

Enjoy browsing this display and discovering more about historic Highbury.



Manawatū Heritage



E ngā mana, e ngā reo, e ngā karangatanga maha. Tēnā tātou katoa.

Local History Week, at the Palmerston North City Library, serves as an opening to Heritage Month - you'll find the online programme and brochure at the link below.

Heritage Month is a celebration of the heritage of Palmerston North, its surrounds and local connections to wider Aotearoa histories. Enjoy this rich selection of open days, talks, tours, games, displays, workshops and book launches from local heritage groups and organisations.



7
march

The Regent Theatre on Broadway

Presented by Susan McConachy
Regent Theatre Trust Board

The Regent Upgrade and Restoration revisited.

An illustrated talk from start to finish highlighting the ups and the downs along the way!

2nd Floor / Central Library

12:30pm - 1:30pm

8
march

Civics in Action

Presented by THEN - Histories of Pāmutana

THEN has noticed something is amiss with the Palmerston North coat of arms. What will the councillors do about it? Join THEN for a 10 minute presentation of their petition to the City Council's Culture and Sport Committee.

Council Chamber / Civic Administration Building

9:00am

8
march

Booted + Suited - Back of House Collection

Guided by Cindy Lilburn, Collections Manager,
Te Manawa Museum of Art, Science + Heritage

Be guided into the depths of the Museum collections.

These tours will focus on our extensive collections of shoes, hats and clothing accessories. Book in quickly as tours are limited to 10 people. Email enquiries@temanawa.co.nz

Limited numbers - registration is essential

Te Manawa Museum of Art, Science + Heritage / Main Street
10:30am - 11:30am

9
march

The Signals Corps Centenary / MMMHP

Presented by LTCOL Jared McGregor, RNZ Sigs

A quick canter through the years, covering the Corps' purpose, origins, operations, people and much more.

2nd Floor / Central Library

12:00pm - 1:00pm

9
march

LibLab - Time Diggers!

Hosted by the Lifelong Learning Team

Are you a time digger? Create a LibLab time capsule for your future self to dig up at the end of the year.

LibLab - Library fun with a touch of laboratory madness and book experimentation. **Aimed at ages 5+**

1st Floor / Central Library

3:45pm - 4:45pm

9
march

Tōtaranui Homestead

Hosted by
Te Manawa Museum of Art, Science + Heritage

We're hosting open homes over March!
Pop in for a peek.

Tōtaranui Homestead / Te Manawa Museum of Art, Science + Heritage / Main Street
3:30pm - 4:30pm

10
march

The Early History of the Manawatu Gay Rights Association

MaGRA (before it became MaLGRA)
Presented by Vernon Tile

This talk will cover the involvement of key Palmerston North people in Gay Liberation in New Zealand in the early-mid 1970s, the efforts to get a Gay Liberation group underway in the Manawatu, and the key role played by MaGRA in the Homosexual Law Reform Bill campaign.

Ground Floor / Central Library

6:00pm - 7:00pm

11
march

Machine Art by Garnet

Hosted by Garnet

Working in a steam punk vernacular, Garnet transforms found objects such as used machinery and discarded engine parts into intricate and imaginative works of art.

10 Rosedale Crescent / Cloverlea

10:00am - 3:00pm

11
march

Booted + Suited - Back of House Collection

Guided by Cindy Lilburn, Collections Manager,
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These tours will focus on our extensive collections of shoes, hats and clothing accessories.

Tours are limited to 10 people. Email enquiries@temanawa.co.nz

Limited numbers - registration is essential

Te Manawa Museum of Art, Science + Heritage / Main Street
10:30am - 11:30am

11
march

Awahou South Schoolhouse

Hosted by
Te Manawa Museum of Art, Science + Heritage

What was school like back in the good old days?

Take a seat in the Awahou South Schoolhouse and try your hand at writing with ink.

Awahou South Schoolhouse / Te Manawa Museum of Art, Science + Heritage / Main Street
2:30pm - 3:30pm

12
march

Tokomaru Steam Engine Museum Open Day

Hosted by Damian Groves

A great opportunity to view this private collection of historic machinery, featuring a comprehensive collection of stationary steam engines, small locomotives and steam rollers.

Highlights include the 1869 Appleby engine (NZ's oldest steam engine) and the mammoth Filer and Stowell engine, one of the country's largest. Registrations appreciated

Entry \$10 adults, \$5 children / Cash only, pay on the day

742-744 Makerua Road / State Highway 57 / Tokomaru
10:00am - 4:00pm

12
march

Tōtaranui Homestead

Hosted by Te Manawa Museum of Art, Science + Heritage

We're hosting open homes over March!

Pop in for a peek.

Tōtaranui Homestead / Te Manawa Museum of Art, Science + Heritage / Main Street
2:30pm - 3:30pm

15
march

Massey University Archives Tour

Guided by Massey University Archives

Join us for a visit to the university archives and learn more about its collections and their place in our local history.

Contact details 0800 684542 or libarch@massey.ac.nz

Massey University Archives / Practical Teaching Complex
Albany Drive / Palmerston North
11:00am onwards

15
march

Getting Started on Your Family Tree

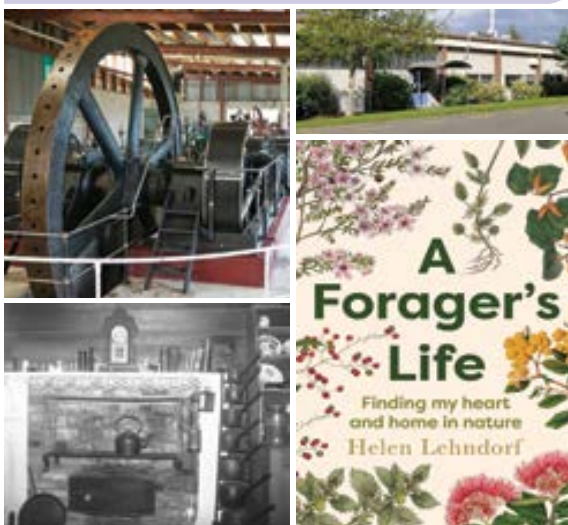
Presented by Linley Robinson, Palmerston North Branch of the New Zealand Society of Genealogists

Getting started on your Family Tree: unlock those family mysteries!

With expertise from the Palmerston North Branch of the New Zealand Society of Genealogists.

Limited numbers - registration is essential

2nd Floor / Central Library
6:00pm - 7:30pm



16
march

LibLab - Map Explorers!

Hosted by the Lifelong Learning Team

What stories do maps tell us about ourselves and the place around us?

Explore your own past and future with our creative map challenge. LibLab - Library fun with a touch of laboratory madness and book experimentation. **Aimed at ages 5+**

1st Floor / Central Library

3:45pm - 4:45pm

17
march

David Warnock Medical Museum

Hosted by David Warnock Medical Museum

Browse a large collection of medical instruments and equipment dating from the New Zealand wars to the present day.

See how medical equipment and procedures have evolved over the last 100 years! **Entry by gold coin donation**

Palmerston North Hospital / Heretaunga Street / Gate 5
1:00pm - 4:30pm

17
march

A Forager's Life

Written by Helen Lehdorf

Join us to celebrate the launch of Helen Lehdorf's new book A Forager's Life: Finding my heart and home in nature.

A spellbinding memoir about belonging and motherhood, told through the author's lifelong passion for wild food.

2nd Floor / Central Library

5:30pm - 7:00pm

18
march

Manawatū Multicultural Council 30 Years of Service

Presented by Manawatū Multicultural Council

To mark our 30th Anniversary, come and visit the Manawatū Multicultural Council heritage display at the City Library, where you will learn about our history and see our upcoming events in Palmerston North.

1st Floor / Central Library

10:00am - 4:00pm

18
march

The Lost Monument

Hosted by THEN - Histories of Pāmutana

We are seeking locals to test our new concept!

The Lost Monument game is played in-person, it illuminates Palmerston North art and history, and includes problem solving. The game can be played by one person or small groups of people. Supported by the Earle Creativity Trust.

Suitable for 12+ year olds

Nga Huruuru Rangatira archway / Te Marae o Hine

Registration is online / eventbrite
3:00pm - 4:00pm

18
march

Farewell Guangdong A history book told by its own people

Presented by: New Zealand Chinese Association (Manawatu Branch)

Join us for a conversation with Yvonne Wong and Mary Hong descendents from the wives and children who fled Guangdong, China, during the second Sino-Japanese War (1937-1945).

Countless women and children fled their villages to seek refuge in a safe place; many suffered and died in the process. A small number found a safe haven in Aotearoa New Zealand.

2nd Floor / Central Library

2:00pm - 3:00pm

19
march

Manawatū Multicultural Council 30 Years of Service

Presented by Manawatū Multicultural Council

To mark our 30th Anniversary, come and visit the Manawatū Multicultural Council heritage display at the City Library.

1st Floor / Central Library

10:00am - 4:00pm

22
march

A Respectable Veneer

Written by Rachel Doré

Join us for the launch of Rachel Doré's latest novel A Respectable Veneer set in 1950's Manawatu.

2nd Floor / Central Library

5:30pm - 6:30pm

23
march

LibLab - Fantastic Photography + Terrific Trees!

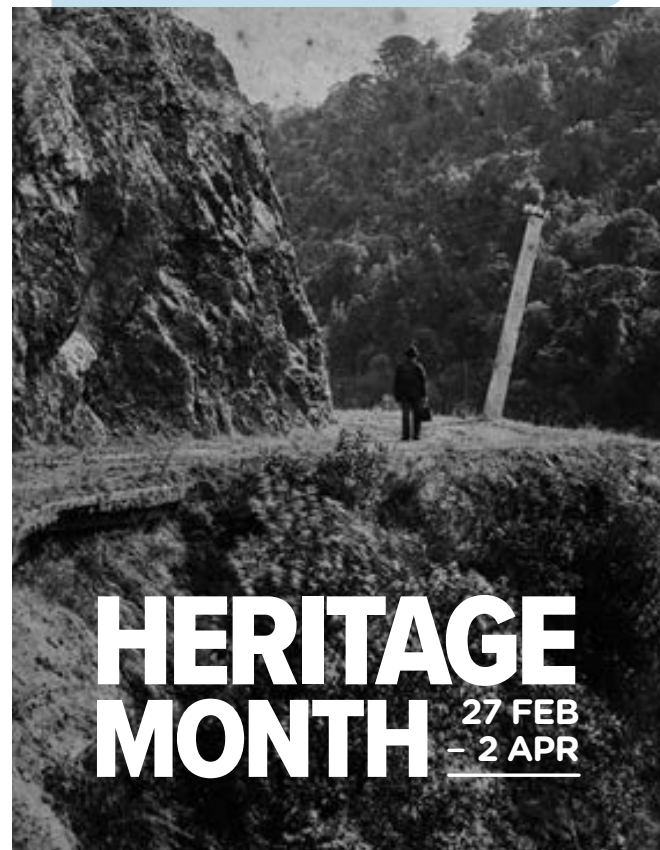
Hosted by the Lifelong Learning Team

Check out some olde time photos, have your own perilous portrait taken and build a tree of fabulous family!

LibLab - Library fun with a touch of laboratory madness and book experimentation. **Aimed at ages 5+**

1st Floor / Central Library

3:45pm - 4:45pm



All enquiries

For the full programme for Local History Week and heritage month see our website.

Includes printable brochures.

Heritage Team
Palmerston North City Library

06 351 4100
heritage@pncc.govt.nz

Visit
2nd Floor
Central Library

Kia whakatōmuri te haere whakamua.

I walk backwards into the future with my eyes fixed on my past.

For the full programme see our website



PALMY
CITY LIBRARY

citylibrary.pncc.govt.nz/whats-on/programme/local-history

citylibrary.pncc.govt.nz/whats-on/programme/local-history

23
march**Awapuni Talk + Walk**

Presented by Riverstop Awapuni

Join us for a talk on the history of the site now housing Te Hotu Manawa O Rangitāne O Manawatū Marae and Best Care Whakapai Hauora, on Maxwells Line.

Following afternoon tea, all are invited to attend a walking tour of the complex.

Boho Cafe / Pitama Road / Awapuni

2:00pm - 4:00pm

23
march**Force of nature:
Celebrating 100 years of Forest + Bird**

Presented by Anthea McClelland, Forest + Bird

Being an independent voice for nature and coming up with world-leading ideas and solutions is in Forest and Birds whakapapa.

This is the legacy founder Val Sanderson left New Zealanders. Sanderson was passionate about saving the birds and the bush for future generations, especially children, to enjoy. In the 1920s and 30s, he and his fellow volunteers promoted science based ideas and solutions that were well ahead of their time.

Ground Floor / Central Library

6:00pm - 7:00pm

24
march**Engineer Corps Memorial Centre Museum
Tour / Linton Military Camp / Afternoon**

Presented by Joe Hollander (Introduction)

Visit the Engineer Corps Memorial Centre (ECMC) museum at Linton Camp. Artefacts, photographs and other materials on display, date from the early 1800s and cover the fascinating history of the RNZE Corps.**A koha of \$5 per person would be appreciated and will go towards the RNZE Charitable Trust and ECMC development. Limited numbers - registration is essential****Meet at Barber Hall carpark / Waldegrave Street****Mini bus provided 10:00am - 12:30pm**24
march**Engineer Corps Memorial Centre Museum
Tour / Linton Military Camp / Afternoon**

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Visit the Engineer Corps Memorial Centre (ECMC) museum at Linton Camp. Artefacts, photographs and other materials on display, date from the early 1800s and cover the fascinating history of the RNZE Corps.**A koha of \$5 per person would be appreciated and will go towards the RNZE Charitable Trust and ECMC development.****Limited numbers - registration is essential****Meet at Barber Hall carpark / Waldegrave Street****Mini bus provided****1:00pm - 3:30pm**25
march**The Lost Monument**

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We are seeking locals to test our new concept!The Lost Monument game is played in-person, it illuminates Palmerston North art and history, and includes problem solving. The game can be played by one person or small groups of people. Supported by the Earle Creativity Trust. **Suitable for 12+ year olds**

Nga Huruuru Rangitira archway / Te Marae o Hine

Registration is online / eventbrite

3:00pm - 4:00pm

25
march**Machine Art by Garnet**

Hosted by Garnet

Working in a steam punk vernacular, Garnet transforms found objects such as used machinery and discarded engine parts into intricate and imaginative works of art.

10 Rosedale Crescent / Cloverlea

10:00am - 3:00pm

25
march**A Hoffman Kiln Open Day**

Hosted by The Hoffman Kiln Trust

This Kiln is one of New Zealand's outstanding industrial buildings and provides a rare and valuable insight into New Zealand's industrial history.

Visitors will be able to explore the kiln (built 1904) and its surrounds and learn some of the kiln's finer points. Admission is free, but donations towards preserving and developing this important heritage site are gratefully received.

615 Featherston Street East

1:00pm - 4:00pm

26
march**Palmerston North Electric Power Station
Open Day**

Hosted by Palmerston North Electric Power Station

The power station will be open from 12:30pm with engine starts on the hour between 1:00pm and 4:00pm.

Due to the building's earthquake-prone status entry is at your own risk. Donations towards the earthquake strengthening of this category one industrial heritage building would be appreciated.

162 Keith Street / Roslyn

12:30pm - 4:00pm

26
march**Regent Theatre Tour, Family Day / Morning**

Hosted by Tania Kopytko + David Walsh

Join us for a tour which reveals some of the stories that lie behind the Regent Theatre's beautiful facade.

Discover many nooks, crannies and spaces that make this theatre the jewel that it is. The Regent theatre was built by theatrical and film company, JC Williamsons, during the 1930's depression.

It was designed by Charles Neville Hollinshed, one of the top Australasian theatre designers. In the 1990's the theatre was saved from demolition by the people of Palmerston North. Come and see and hear our heritage.

Restricted to 30 people per tour.

Regent on Broadway / Foyer

11:00am - 12:00pm

26
march**Regent Theatre Tour, Family Day
Afternoon**

Hosted by Tania Kopytko + David Walsh

Join us for a tour which reveals some of the stories that lie behind the Regent Theatre's beautiful facade.

Restricted to 30 people per tour.

Regent on Broadway / Foyer

1:00pm - 2:00pm

29
march**More sources to build your Family Tree**

Presented by Linley Robinson, Palmerston North

**Branch of the New Zealand Society of Genealogists
More sources to build your family tree - unlock those family mysteries!**

With expertise from the Palmerston North Branch of the New Zealand Society of Genealogists.

Limited numbers - registration is essential

2nd Floor / Central Library

6:00pm - 7:30pm

30
march**LibLab - Hear Ye Hear Ye!**

Hosted by the Lifelong Learning Team

Fancy yourself a bit of a jaw dropping journalist?

Like to tell tales? Want to be published in our very own future historical newspaper?

LibLab - Library fun with a touch of laboratory madness and book experimentation. **Aimed at ages 5+**

1st Floor / Central Library

3:45pm - 4:45pm

1
april**The Lost Monument**

Hosted by THEN - Histories of Pāmutana

We are seeking locals to test our new concept!The Lost Monument game is played in-person, it illuminates Palmerston North art and history, and includes problem solving. The game can be played by one person or small groups of people. Supported by the Earle Creativity Trust. **Suitable for 12+ year olds**

Nga Huruuru Rangitira archway / Te Marae o Hine

Registration is online / eventbrite

3:00pm - 4:00pm

1
april**Caccia Birch Open Day****Caccia Birch is a Category 1 Historic Places Trust listed house built in 1895, overlooking Hokowhitu Lagoon.**

The lives and times of the families who built, lived in and loved this grand old home are worth exploring.

The Coach House contains an archive explaining the history of the homestead from pre-European times to today. Explore the house and its beautiful gardens.

Tea and Coffee available for a gold coin donation

130 Te Awe Awe Street

11:00am - 4:00pm

1
april**Square Edge Community Arts, Open Day**

Hosted by Square Edge Community Arts

The Square Edge community warmly welcome you to come in and tour our stunning three story art deco Square Edge Arts Centre building - the vibrant creative home of community art in Palmerston North for over 40 years.

Visit our artisan market and tenants' businesses, enjoy some artwork, grab a coffee, see working artists in their studios, participate in a workshop, and enjoy the stunning architecture and creative energy of this landmark building.

Square Edge

10:00am - 3:00pm



For Teachers

With the introduction of the new Aotearoa New Zealand Histories Curriculum, the City Library has created 'The Kaiako Series', especially for Year 1-10 teachers.

Running every Wednesday in March from 4-6pm, teachers can register for FREE for one, a few, or all five events in the series.

Topics at the City Library include: how to use newspapers with your class, creating new content for Manawatū Heritage, accessing history through the arts; along with a session on Mātauranga Māori at Te Manawa Museum of Art, Science + Heritage.

The popular 'Ka Mua, Ka Muri' heritage expo returns to the Palmy Conference and Function Centre on Wednesday 15 March.

The City Library is collaborating with the Regent on Broadway to offer FREE hands-on history trips for selected classes of six Palmerston North schools during March, including covering the transport costs between school and the central city.

Students will visit the City Library for a guided activity on archival materials about the Regent Theatre and then visit the theatre to uncover historical stories.

All events for teachers are free. Register online.

citylibrary.pncc.govt.nz/whats-on/programme/local-history



Displays

Windows on the Past

As Ko Manawatū te Awa weaves through our region, its journey through our history also features in images displayed on the windows of the Central Library.

Central Library / George Street

A History of Forest + Bird: 100 Years in Aotearoa

Te Reo o te Taiao / Giving Nature a Voice

Hosted by Forest & Bird Manawatū
Forest + Bird is New Zealand's leading independent conservation organisation - protecting wildlife and wild places, on land and in the sea.

Ground Floor / Central Library

New Acquisitions Exhibition

Hosted by Te Manawa Museum of Art, Science + Heritage

Te Manawa Museum of Art, Science + Heritage is excited to share some of the recent additions to the treasures collection from February 27. From the quirky to the reflective and historically significant, the showcase will give you a taste of the diverse nature of our collection.

Journeys Gallery

Te Manawa Museum of Art, Science + Heritage

David Warnock Medical Museum Display

Hosted by the Trust Board of the David Warnock Medical Museum

Browse a selection of medical instruments and equipment dating from the New Zealand wars to the present day. See how medical equipment and procedures have evolved over the last 100 years!

1st Floor / Central Library

Regent Slide Show Presentation

Presented by Te Manawa Museum of Art, Science + Heritage

The Regent on screen, a silent movie for your viewing pleasure. Showing the construction of the Regent Theatre in the 1930s, pictures from Val Page's Room of Memories and photos from Thelma Parsons' collection of 1930s film star images held at Te Manawa Museum of Art, Science + Heritage.

Digital Displays / Central Library



Regent Theatre Historical Objects

Presented by Te Manawa Museum of Art, Science + Heritage

Delight in this selection of quirky objects that bring the history of the Regent Theatre to life - includes Val Page's bowties and Nibble Nook memorabilia.

Display Cabinets / Central Library

Historic display at Ashhurst Community Library

Enjoy browsing this display and discovering more about historic Ashhurst.

Ashhurst Community Library

Historic display at Roslyn Community Library

Enjoy browsing this display and discovering more about historic Roslyn.

Roslyn Community Library

Historic display at Awapuni Community Library

Enjoy browsing this display and discovering more about historic Awapuni.

Awapuni Community Library

Historic display at Te Pātikitiki Community Library

Enjoy browsing this display and discovering more about historic Highbury.

Te Pātikitiki Community Library



PALMY
CITY
LIBRARY



THE RNZE CHARITABLE TRUST Incorporated

C/o DSS Registry
Linton Military Camp
Palmerston North 4820
NEW ZEALAND



“Preserving RNZE Heritage”

www.nzsappers.org.nz

2022/2023 MILITARY HISTORY PRESENTATION SERIES

The **Engineer Corps Memorial Centre (ECMC)** as part of the **RNZE Charitable Trust** and in partnership with the **Palmerston North City Library (PNCL)**, will host the following presentations:

2022

- 14 Jul (MMMHP)** – “Operation FARAD – Multinational Force Observers (MFO), Sinai” (40th anniversary of establishment/NZ involvement), by MAJ Mike Pettersen, MNZM, RNZE
- 11 Aug (MMMHP)** – “Able Seaman Just Nuisance, RN,” by Wing Commander Peter Hurly, DSD, RNZAF, SMO, RNZAF Base Ohakea and President, PNRSA
- 30 Aug (Tue – EPLP)** – “The Greek Campaign in WW2,” by LTCOL Dr Peter Wood, ONZM, Director of the NZ Wars Study Centre, NZDC
- 8 Sep (MMMHP)** – “Titokowaru’s War – South Taranaki, 1868-69,” by LTCOL Dr Peter Wood, ONZM, Director of the NZ Wars Study Centre, NZDC
- 13 Oct (MMMHP)** – NZ Wars month – “The Musket Wars from the early 1800s,” by LTCOL Dr Peter Wood, ONZM, Director of the NZ Wars Study Centre, NZDC
- 11 Nov (Fri – EPLP)** – “A Tale of Two Myths., 1914-15,” by Dr Ian McGibbon, ONZM, General Editor (War History) at the Ministry of Culture and Heritage
- 24 Nov (MMMHP)** – “Hunting the Bombers – the Luftwaffe Night Fighter Campaign,” by PO(EWO) (Rtd) Dennis o’Rourke, MNZN, RNZN

2023

- 9 Feb (MMMHP)** – “A Conscripted Society – NZ in the Second World War,” by Dr David Littlewood, Massey University
- 9 Mar (MMMHP)** – “The Royal NZ Corps of Signals 101 - Certa Cito,” by LTCOL Jared McGregor, RNZ Sigs, Deputy Director Information Domain, Capability Branch, HQ NZDF
- 13 Apr (MMMHP)** – “The Battle of Gate Pa – Pukehinahina in 1864,” by LTCOL (Rtd) Dr Cliff Simons, ED
- 24 Apr (Mon - EPLP)** – “Muddle, Myth and Meaning – Another Viewpoint on the Gallipoli Campaign in the First World War,” by LTCOL (Rtd) Dr Glyn Harper, QSM
- 11 May (MMMHP)** – “The Battle of Manners Street (Wellington on 3 April 1943),” by LTCOL Dr Peter Wood, ONZM, Director of the NZ Wars Study Centre, NZDC
- 8 Jun (MMMHP)** - “Vietnam War Presentation,” by WO1 (Rtd) Dave Hayward, RNZIR, ex Sergeant Major of the NZ Army
- 27 Jun (Tue - EPLP)** – “The RNZAF (Permanent Air Force) Centenary,” by SQNLDR (Rtd) Jim Rankin, DSD, RNZAF

Note: These presentations and topics may change according to speaker availability. Also, that all the 2020-22 audio recordings and Powerpoint presentations are on the “**nzsappers**” website (Heritage Audio Section - see letterhead above). For 2023, all **EPLP** = Evening Public Lecture Presentations will be at the Central Library, Ground Floor and **MMMHP** = Monthly Midday Military History Presentations will be on Level 2 (Heritage Section) of Central Library.

Ubique – I Nga Wahi Katot



PALMY
CITY
LIBRARY

Charitable Trust # CC46770

MEMORANDUM

TO: Culture & Sport Committee

MEETING DATE: 28 June 2023

TITLE: Te Manawa Museums Trust - Final Statement of Intent 2023-2026

PRESENTED BY: Sarah Claridge, Democracy & Governance Advisor

APPROVED BY: Donna Baker, Acting Chief Executive Unit Manager

RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Committee agree the final Statement of Intent 2023-2026 (Attachment 1) submitted by Te Manawa Museums Trust Board.

1. ISSUE

- 1.1 The Statement of Intent (SOI) sets out the objectives and activities of Te Manawa Museums Trust Board (Te Manawa) for the next three years. It serves as a basis for accountability to the Council, as the shareholder, and provides an opportunity for the Council to influence Te Manawa's direction. The requirements for the SOI are set out in Schedule 8 of the Local Government Act 2002 (LGA).
- 1.2 The purpose of this report is for the Committee to fulfil the requirement under s65(2) of the LGA to agree the final SOI, or if it does not agree, to require the SOI to be modified as set out in clause 6, Schedule 8 of the LGA.
- 1.3 The LGA requires a Council Controlled Organisation (CCO) Board to deliver the final SOI to the shareholder by 30 June. The Globe Theatre Trust has met that requirement.
- 1.4 Under the LGA, Council has the power to modify an SOI to ensure it adequately reflects strategic priorities if it considers that is necessary.

2. BACKGROUND

- 2.1 Te Manawa is a CCO, which was set up to independently manage the Te Manawa Museum. A CCO is an organisation in which Council has the right to appoint at least fifty percent of the trustees and must work towards Council's objectives on its behalf.
- 2.2 The Culture & Sport Committee received Te Manawa's draft SOI at its meeting on 19 April 2023 and made recommendations for the Te Manawa Board to consider when developing its final SOI.

- 2.3 The Trust Board also requested an additional \$250,000 to its annual operating grant for the 2023/24 year, to support the redevelopment of the Te Rangi Whenua gallery, bring the Six Extinctions (Dinosaurs) exhibition to Palmerston North, and contribute towards the digitalisation and conservation of the Peter Bush Archive. This request was considered and approved by Council during the deliberation of the draft Annual Budget 2023/24. The SOI's financials have been updated to include the additional grant.
- 2.4 Te Manawa Museums Trust Board has considered the Council's comments on the draft SOI and has revised their SOI in response, as summarised in Table 1.
- 2.5 Overall Officers are pleased with the strategic direction, and the ambitious and varied list of actions Te Manawa has outlined in their SOI 2023-26.

Table 1: Comparison of Council comments with Te Manawa's final SOI 2023-26

| Committee's requests for changes to draft SOI 2023-2026 | Is it dealt with in the SOI? |
|--|--|
| <p>PARTNERSHIPS</p> <p>Include action(s) to strengthen the partnership with the New Zealand Rugby Museum.</p> | <p>Yes, under Objective 3 (page 16) actions added to strengthen the relationship with the NZ Rugby Museum (NZRM) are:</p> <ul style="list-style-type: none"> • collaborating on a joint marketing campaign (23/24) • developing one new touring product with the NZRM (24/25) |
| <p>PERFORMANCE MEASURES</p> <p>While actions are identified for each year of the SOI, there is no performance measure linked to environmental sustainability, despite having a base carbon level to measure against from previous work.</p> <p>Recommendation</p> <p>Consider adding a performance measure that contributes to environmental sustainability.</p> | <p>Yes, a performance measure around environmental sustainability has not strictly been added to the SOI, however Officers consider that the actions listed below are effectively a new performance measure. Te Manawa has set targets against several of these actions.</p> <p>New actions in Objective 3 (page 16) include:</p> <ul style="list-style-type: none"> • Work closely with PNCC to undertake plans to improve the sustainability of the buildings (23/24) • Improve and implement processes to become more digitalised and reduce paper by 30% (23/24 & 24/25) • Replace fleet vehicles with electric or hybrid (25/26) • Reduce waste by 80% across the organisation (25/26) |

| | |
|--|--|
| | <ul style="list-style-type: none"> • Upgrade all lighting with LED lights (25/26) |
| <p>Recommendation</p> <p>That new performance measures about how Te Manawa honours and implements Te Tiriti o Waitangi partnership, and how Te Manawa engages with, and enables participation by the city's under-represented communities, be considered.</p> | <p>Yes, whilst a performance measure has not been included, the SOI includes several actions (below) under Objective 1 and 3 which could be considered performance measures. Several have targets against them.</p> <p>Actions include:</p> <p><u>Honouring the Tiriti partnership</u></p> <ul style="list-style-type: none"> • Work in Partnership with Rangitāne to develop exhibitions/ learning resources with the focus to embed biculturalism (23-26) • Develop a clear kaupapa Māori direction and strategy including training opportunities (23/24) • Implement two new Rangitāne Mātauranga Māori learning programmes (23/24) • Collaborate with Toi Māori (24/25) • Hui with local hapū to understand their perspectives on care of taonga and representation (25/26) <p><u>Engaging the city's less represented communities</u> (page 13)</p> <ul style="list-style-type: none"> • Collaborating with PNCC for the New Migrants welcoming (23/24) • Providing two extra curricula learning based activities for children from less represented groups (23/24) • Exploring collaborative exhibition opportunities with at least one less-represented community (24/25 & 25/26) <p>The SOI also includes commentary on the importance of the partnership in Objective 3 (page 10).</p> |

3. NEXT STEPS

- 3.1 Te Manawa's Annual Report 2022-23 is due to Council Officers on 30 September 2023 and will be presented to the Culture and Sport Committee in November 2023.

4. COMPLIANCE AND ADMINISTRATION

| | |
|---|---|
| Does the Committee have delegated authority to decide? | Yes |
| Are the decisions significant? | No |
| If they are significant, do they affect land or a body of water? | No |
| Can this decision only be made through a 10 Year Plan? | No |
| Does this decision require consultation through the Special Consultative procedure? | No |
| Is there funding in the current Annual Plan for these actions? | Yes |
| Are the recommendations inconsistent with any of Council's policies or plans? | No |
| The recommendations contribute to Goal 2: A Creative and Exciting City | |
| The recommendations contribute to the outcomes of the Creative and Liveable Strategy | |
| The recommendations contribute to the achievement of action/actions in the Arts and Heritage Plan | |
| The action is: to support CCOs to achieve the objectives of the Arts and Heritage Plan | |
| Contribution to strategic direction and to social, economic, environmental, and cultural well-being | Agreeing to the final Statements of Intent is a mechanism for the Committee to provide guidance and direction to the CCOs and meets Council's responsibility to monitor the CCOs under the LGA. |

ATTACHMENTS

1. Te Manawa Museums Trust_ Final Statement of Intent 2023-26 [↓](#) 

Te Ara Hihiri

Statement of Intent

2023/24 – 2025/26
TE MANAWA MUSEUMS TRUST

TE MANAWA MUSEUMS TRUST
PRIVATE BAG 11055 PALMERSTON NORTH 4442 | TEMANAWA.NZ



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Contact details

| | | | |
|---------------------|--|--------------------------------------|--|
| Address | Te Manawa Museums Trust Private Bag 11055 Palmerston North | Legal Status | Te Manawa Museums Trust is a Council-Controlled Organisation (CCO) for the purposes of the Local Government Act 2002 and operates as a charitable trust under the Trusts Act 2019. It is a not-for-profit CCO. |
| Website | www.temanawa.co.nz | | |
| Phone | (06) 355-5000 | | |
| Email | enquiries@temanawa.co.nz | | |
| Main Contact | Susanna Shadbolt | Charities Registration number | CC38836 |
| Role in CCO | Chief Executive | Trustees | Caroline Tate - Chair Adrian van Dyk – Deputy Chair Peter Te Rangi Terry Hapi Alison Rudzki Geoffrey Jameson Evan Greensides |
| Phone | 06 351-4492 | | |
| Email | susanna.shadbolt@temanawa.co.nz | | |

Foreword

Te Manawa's role is to serve local communities by providing access to exhibits and events that showcase art, science, and history. We are excited to enter this next phase of its journey, continuing to tell stories, particularly local stories.

With the appointment of our new CEO, Susanna Shadbolt, existing relationships with the arts and science sector have been strengthened. Te Manawa hosted several science-related activities and events in the latter half of 2022, for example the "Mad Scientist" event and the Sunday Science Sessions. The Art Gallery ended the year with the opening of multiple exhibitions – "Matatau 22" (Massey University Bachelor of Māori Visual Arts graduates), "Artmosphere" (UCOL Creative Media graduates' exhibition), "Standing in My Own Light" (an exhibition of works from the Women's Art Initiative) and "Visual Rhythms" an exhibition of the works of Douglas MacDiarmid. Each exhibition has its own unique characteristics and offers visitors an immersive and varied gallery experience.

This Statement of Intent covers a continuation of the refresh of some areas of the museum, working in partnership with key stakeholders to design new semi-permanent science exhibitions and cultural exhibitions. Given the digital nature of our world, Te Manawa continues to digitise its physical collection for the benefit of remote visitors. At the same time Te Manawa is mindful that digital interactives could form part of future exhibitions or to refresh existing spaces.

In addition, Te Manawa will exercise a leadership role in the development of young people by offering new learning programmes to schools that will align with the Aotearoa New Zealand Histories Curriculum and providing internship opportunities in partnership with Massey University.

We would like to thank our main sponsor, Palmerston North City Council for making what we do possible. Our thanks also to local iwi, arts, science and historical societies and the public, for continuing to engage with us, and most importantly, for visiting!



Caroline Tate
Chair, Te Manawa Museums Trust
15 June 2023

Purpose of the Statement of Intent

This Statement of Intent is presented by Te Manawa Museums Trust in accordance with the requirements of Section 64(1) of the Local Government Act 2002.

In accordance with the Local Government Act 2002, this annual Statement of Intent publicly states the activities and intention of Te Manawa Museums Trust for the next three years, and the objectives to which those activities will contribute.

The final Statement of Intent will take shareholder comments into consideration and include performance measures and targets as the basis of organisational accountability.

About Te Manawa Museums Trust

Purpose

The International Council of Museums (ICOM) defines a museum as “a not-for-profit, permanent institution in the service of society that researches, collects, conserves, interprets and exhibits tangible and intangible heritage. Open to the public, accessible and inclusive, museums foster diversity and sustainability. They operate and communicate ethically, professionally and with the participation of communities, offering varied experiences for education, enjoyment, reflection and knowledge sharing.”

Guided by the ICOM definition, the main goal of Te Manawa Museums Trust is to provide the people of Manawatū and beyond with experiences in art, science and heritage and to forge everlasting connections – fulfilling its stakeholder obligations and exceeding the expectations of its visitors.

Vision

“Te Manawa is the cultural heart of our region. It is a place that values openness and is led with the spirit of Manaakitanga, Freedom and Creativity.”

People should feel passionate and excited about, and attached to Te Manawa, the collections we care for, and the experiences we shape with them. Those experiences touch us emotionally, inspire us creatively and give life and mana to our collective heritage.

Mission

Te Manawa is committed to improving the wellbeing of the communities it serves through enabling access to experiences with art, culture, science, and heritage.

Te Manawa works with Palmerston North City and its peer organisations to challenge, inspire and educate its visitors, as well as bring forward and illuminate local, national and international matters.

Values

Through the vision, we will embrace a spirit of openness to enhance the wellbeing of the communities we serve:

- **Manaakitanga** - our underlying principle of care and hospitality
- **Freedom** - the courage to try new things and have fun
- **Creativity** - expressing ourselves, thinking differently and finding solutions.

Service

In accordance with its key strategic objectives, Te Manawa will continue to provide a range of exhibitions, events and learning activities that contribute to Palmerston North's vision, goals and strategies – in particular, adding value to its goal of being a “creative and exciting city - He tāone whakaihiihi, tapatapahi ana”.

These services include:

- Contributing towards actions in the city's Arts Plan
- Engaging local communities in relevant and meaningful experiences in art, science, and heritage
- Caring for and developing, and improving access to collections
- Attracting visitation and external investment

Objectives of the Te Manawa Museums Trust Deed

- To provide governance of an organisation which is a regional museum complex, advancing interest in art, heritage and science (including interactive science)
- To provide study, educational and enjoyment opportunities through acquiring, conserving, researching, communicating and exhibiting material evidence of people and their environment
- To develop, promote, enhance and maintain collections to make them relevant to the peoples of the Manawatū and New Zealand
- To recognise and act in accordance with the principles of the Treaty of Waitangi and to involve and give special attention to the history of the Tangata Whenua in the region
- To ensure that the facility functions as a valued professional education resource and community asset for the citizens of Palmerston North and the Manawatū region
- To encourage and support the kindred Societies in accordance with the objects of this Trust Deed
- To recognise the organisation's location in the Manawatū and to be aware of the regional focus

Statement of the Board's approach to governance

Te Manawa Museums Trust Board is established and governed in accordance with the Te Manawa Trust Deed; available on request from the Executive Assistant at Te Manawa.

The Board of up to nine trustees, is responsible for the strategic direction and control of Te Manawa's activities.

The Board guides and monitors the business and affairs of Te Manawa, in accordance with the Charitable Trusts Act 1957, the Local Government Act 2002, the Trust Deed and this Statement of Intent.

The Board's approach to governance is to adopt "good practice" with respect to:

- the operation and performance of the Board
- managing the relationship with the Chief Executive
- being accountable to the community and regularly reporting to the Culture and Sport Committee of Palmerston North City Council
- enhancing Te Manawa's environmental sustainability
- encouraging and maintaining diversity in all elements of its organisation

The Chief Executive is responsible for the day-to-day operations of Te Manawa, engaging and oversight of staff and reporting to the Trustees on performance against Te Manawa's performance objectives.

The Board encourages engagement on our strategic direction by stakeholders through three main avenues: the development and presentation of this Statement of Intent, a public Annual General Meeting held each year, and through presentations at Council's Culture and Sport Committee meetings to report and outline new initiatives.

Contribution to ‘Small city benefits, big city ambition’

Palmerston North City Council’s vision for the city is *Small city benefits, big city ambition*.

Council has identified five strategic goals for achieving this vision: Goal 1: An innovative and growing city; Goal 2: A creative and exciting city; Goal 3: A connected and safe community; Goal 4: An eco-city; and Goal 5: A driven and enabling Council.

Te Manawa contributes to all goals, but primarily to these priorities under Goal 2:

- Celebrate the city’s history and diversity, and build on the strength of being a city of many cultures and languages; and
- Be a creative city that nurtures and celebrates the arts
- Develop a national reputation as an exciting city with plenty to do at night and at weekends

Te Manawa received a Statement of Expectation stating Council’s objectives relating to Te Manawa. The Board has worked through the Statement of Expectation and has responded to these through this Statement of Intent.

Strategic Objectives

The Te Manawa Museums Trust Board has developed the following broad strategic areas of focus to enable Te Manawa to be responsive to its communities.

Objective 1: Innovative Experiences that Engage Visitors

Te Manawa presents multi-layered experiences that champion the uniqueness of our region. It will focus on developing and hosting vibrant exhibitions that attract visitors, contributing to the city's livability and sense of place. It will carry out creative marketing to build visitation, third-party investment, and the Te Manawa profile.

Through its exhibitions and programmes, Te Manawa builds a national reputation. Digital engagement will help attract physical visitors but also provide for collections and activities to be enjoyed and interacted with by those in the community who cannot visit its physical facilities.

By caring for its collections, Te Manawa provides access to the region's diverse cultural heritage. Existing collections are brought to life so residents and visitors can engage with the history of the Manawatū and Aotearoa New Zealand.

Objective 2: Enhanced Learning and Development

Te Manawa, through its links to education, research institutes and local technology industries, develops programmes aligned with the curriculum and its exhibitions of local and national interest. Access to education programmes will be free of charge for local schools within the PNCC and MDC boundaries.

- Te Manawa learning activities will focus on engaging local communities in relevant and meaningful learning experiences
- Learning at Te Manawa will look for opportunities to contribute to the wider organisation's goals for financial sustainability
- The Museum will play a key role in supporting schools in implementing the new Aotearoa New Zealand Histories Curriculum.

Objective 3: A collaborative and future-focused organisation

Te Manawa will build its reputation as a creative and vibrant organisation.

Maintaining and enhancing its strategic relationships is key to Te Manawa's success. The organisation's relationship with Rangitāne, as mana whenua, will evolve in line with their aspirations.

Te Manawa, in partnership with Rangitāne, protects its taonga, tells its stories and moves forward guided by the articles of Te Tiriti o Waitangi.

Te Manawa will build its environmental and financial sustainability, ensuring it is well-placed to challenge boundaries and respond proactively to change. It will work strategically to accelerate revenue generation and embed a business development mindset within the organisation.

Te Manawa supports the sustainability aspirations of its strategic partners, including:

- Rangitāne, as mana whenua, local kaitiaki and holders of mātauranga Māori relating to present-day, historic, and traditional knowledge in Manawatū.
- Palmerston North City Council's Eco City Strategy.
- Partner with local businesses and organisations along with museums and galleries nationwide.

Performance Measures

| | 2023-24 | 2024-25 | 2025-26 |
|---|---------|---------|---------|
| Visitation Baseline ¹ (Physical visits to the Te Manawa complex) | 130,000 | 131,000 | 132,600 |
| Outreach ² (TM experiences offsite) | 30,000 | 32,000 | 40,000 |
| Online engagement ³ | 90,000 | 97,200 | 104,900 |

1: Visitation baseline is the approximate physical visitor count to the Te Manawa complex. It does not differentiate unique visitors, but rather the visits in person be they first-time or repeat. Yearly increase is determined by the medium 25-year projection of 1.0 percent average annual population growth for Palmerston North (PNCC long-term projections 2020). It is important not to over-inflate these targets during the next three years while a focus is placed on redevelopment of long-term exhibitions (Te Rangi Whenua, Science Centre and Art Gallery) and a review of the facility's earthquake safety, capacity and feasibility in hosting large-scale international shows – the latter of which are increasingly unaffordable due to the current economic challenges of inflation, Covid-19 and reduced global shipping capacity leading to significantly higher freight costs. In order to build greater ambition into long-term planning, it is important to focus on, and build solutions for these challenges during the next three year period and ensure that issues negatively impacting the buildings' "fit-for-purpose" can be addressed – both through, and prior to, the development and fruition of the Arts and Cultural Precinct.

2: Outreach is defined as live interactions between Te Manawa staff and experiences with public offsite (outside of the Te Manawa complex) and includes events, expos, learning delivery in schools, live interactive experiences delivered online and touring exhibitions (attendance of Te Manawa exhibitions at other venues). Annual increase is based on the development of touring experiences with partner organisations and the development of interactive experiences via online platforms.

3: Online engagement includes e-visits through the Te Manawa website (visit impressions minus bounce) and audience interactions via social media (likes, comments, shares and video views). Annual increase is based upon a yearly estimated audience growth of 8 per cent (22/23 estimate as at Dec 2022). It does not consider user trends in digital media which are too changeable to rely on for a three-year forecast.

| | 2023-24 | 2024-25 | 2025-26 |
|-------------------------|-----------|-----------|-----------|
| External Revenue Target | \$510,250 | \$680,944 | \$764,826 |
| Visitor Satisfaction | 95% | 95% | 95% |

Strategic Objective 1: Innovative Experiences that Engage Visitors

| 2023-24 | 2024-25 | 2025-26 |
|---|--|--|
| Work in partnership with Rangitāne in the development of exhibitions, learning resources and programmes within the Museum with a focus on embedding bi culturalism in everything we do. | Ongoing partnership with Rangitāne. Review all semi-permanent exhibitions with a bi-cultural and holistic storytelling focus. Implement planning for a refresh based on this. | Ongoing partnership with Rangitāne. Deliver refresh of relevant galleries based on 2024-25 review. |
| Engage with, and enable participation by, the city's less-represented communities. Collaborate with PNCC for the New Migrant Welcome. Provide at least two extra-curricula learning based activities for children of these communities. | Continue to engage as per 23-24. Explore collaborative exhibition opportunities with at least one less-represented community. | Continue to engage as per previous years Collaborate with communities to develop at least one Oral History project. |
| Investigate and plan development of a Pūtaiao Science Space with designs and concepts finalised to initiate budget, fundraising and sponsorship. Investigate and develop partnership and collaboration opportunities. | Develop Pūtaiao Science Space in line with funding. Continue to develop partnership and collaboration opportunities. | Complete Pūtaiao Science Space in line with funding. Continue to develop ongoing partnership and collaboration opportunities. |
| Begin discussions with other museums/venues to collaborate on the development of new, shared touring interactives in Science and Heritage. | Develop one prototype touring module as part of the collaboration. | Further develop concepts and products as part of the collaboration. |
| Develop and begin to implement an annual calendar of activity to activate additional engagement through events and outreach with a focus on partnership with other organisations. | Implement annual calendar of activities. Continue to build relationships throughout community sectors with one new collaboration. | Implement annual calendar of activities. Continue to build relationships throughout community sectors with one new collaboration. |

| | | |
|---|--|---|
| Provide access to our collections through exhibitions, offsite displays, Collections Online and other digital projects and public programmes, this will include a cycle of exhibitions of new acquisitions. | Develop and implement at least two public programmes related to our collection. Continue to promote and add 1500 items to Collections Online. | Include 30% more collections items in the refresh of semi-permanent galleries. Continue to promote and add 1500 items to Collections Online. |
| Deliver a programme of balanced, exciting and frequently changing exhibitions. | Deliver balanced, exciting and frequently changing programme of exhibitions. | Deliver balanced, exciting and frequently changing programme of exhibitions. |
| Investigate and trial an electronic visitor monitoring system to understand visitor interactions with Te Manawa. | Fully implement electronic visitor monitoring system. | Review effectiveness of visitor monitoring system. |
| Develop a "Delivery of Excellence" Visitor Experience Strategy that incorporates physical spaces. | Implement the "Delivery of Excellence" Visitor Experience Strategy. | Review the "Delivery of Excellence" Visitor Experience Strategy. |

Strategic Objective 2: Enhanced Learning and Development

| 2023-24 | 2024-25 | 2025-26 |
|--|--|--|
| Implement three new Mātauranga Māori learning programmes aligned with the Aotearoa New Zealand Histories Curriculum. | Implement two secondary school level programmes relevant to the Social Sciences Year 9 & 10 curriculum level. | Respond to curriculum refreshes being undertaken in order to support local schools through the programmes we offer. |
| Provide free education programmes to schools within the Palmerston North and Manawātū District Council boundaries. Seek external funding to assist in cost of education programmes. | Provide free education programmes to schools within the Palmerston North and Manawātū District Council boundaries. Seek external funding to assist in cost of education programmes. | Provide free education programmes to schools within the Palmerston North and Manawātū District Council boundaries. Seek external funding to assist in cost of education programmes. |

| | | |
|--|--|--|
| 4000 students will participate in ELC Learning programmes. | 4000 students will participate in ELC Learning programmes. | 4000 students will participate in ELC Learning programmes. |
| Develop a sector leadership role by providing opportunities for interns partnering with Massey University Museum Studies. | Build on the leadership role and partner with Museum Studies where possible. | Continue leading the sector by partnering with Massey University Museum Studies and other education providers. |
| Implement staffed public programmes for visitors during weekends and peak visitor periods. Deliver at least 20 staffed public programmes. | Review public programmes and amend based on results of review. Deliver at least 20 staffed public programmes. | Ongoing review and amendment. Deliver at least 20 staffed public programmes. |
| Develop networks with other non-school education programme providers. | Develop at least one collaborative programme with another non-school educational programme provider. | Develop at least one collaborative programme with another non-school educational programme provider. |

Strategic Objective 3: A collaborative and future-focused organisation

| 2023-24 | 2024-25 | 2025-26 |
|---|--|--|
| Continue to maintain strong relationships with Rangitāne at governance levels. | Continue to maintain strong relationships with Rangitāne at governance levels. | Continue to maintain strong relationships with Rangitāne at governance levels. |
| Continue to honour and implement Te Tiriti o Waitangi partnerships with Rangitāne and other iwi of the region. Develop clear kaupapa Māori direction and strategy for Te Manawa, incl. training and development opportunities. Implement two new Rangitāne Mātauranga Māori Learning Programmes | Continue to honour and implement Te Tiriti o Waitangi partnerships with Rangitāne and other iwi of the region. Build on kaupapa Māori based on new strategy (developed 23/24) Continue collaborations that bring Toi Māori exhibitions to Te Manawa. | Continue to honour and implement Te Tiriti o Waitangi partnerships with Rangitāne and other iwi of the region. Hui with local hapū representatives so that TM can engage with them and hear their perspectives on care of taonga, and representation. |

| | | |
|---|---|--|
| Collaborate with founding societies on two new initiatives to grow support for Te Manawa and generate donations. | Collaborate with founding societies on one new initiative to grow support for Te Manawa and generate donations. | Collaborate with founding societies on one new initiative to grow support for Te Manawa and generate donations. |
| Strengthen the relationship with the New Zealand Rugby Museum through a collaborative project or partnership Collaborate with NZRM on a joint national marketing campaign. | Build on projects and partnerships established with NZRM to strengthen relationships Develop one new touring product in collaboration with NZRM. | Continue the collaborative work of the previous two years. |
| Grow philanthropic and sponsorship contributions to grow external revenue against strategic targets. | Continue to grow philanthropic and sponsorship contributions against strategic targets. | Continue to grow philanthropic and sponsorship contributions against strategic targets. |
| Implement a fundraising programme that communicates the vitality of Museums and Galleries as essential to community identity and wellbeing. | Continue fundraising programme implemented in 2023-24. | Review and revamp fundraising programme based on success of previous years. |
| Identify and nurture emerging artists and museum professionals to invest in the future of art and cultural expression and provide links to professional practice and advice. | Implement an initiative that nurtures emerging artists and museums professionals. | Grow the initiative that nurtures emerging artists and museums professionals. |
| Continued commitment to environmental sustainability. Work closely with PNCC, as landlord, to understand plans to help the facility function in a more sustainable manner. Review systems with the aim to become digitised and reduce paper use by 30 per cent. | Continued commitment to environmental sustainability. Implementation of digital systems to replace paper-based systems. Reduce paper use by 30%. Implement a collaborative and sustainable work environment. | Continued commitment to environmental sustainability. Work with PNCC to replace fleet vehicles with electric or hydrogen Reduce overall waste by 80 per cent across the organisation Work with PNCC to complete lighting upgrade to energy efficient LED. |

| | | |
|--|--|--|
| Work with PNCC towards a new, purpose-built, energy efficient and sustainable Te Manawa complex. | Work with PNCC towards a new, purpose-built, energy efficient and sustainable Te Manawa complex. | Work with PNCC towards a new, purpose-built, energy efficient and sustainable Te Manawa complex. |
| Ongoing collaboration with tertiary partners. | Ongoing collaboration with tertiary partners in terms of opportunities identified through the annual calendar of activities. | Ongoing collaboration with tertiary partners in terms of opportunities identified through the annual calendar of activities. |
| Maintain a Gold Qualmark standard through Tourism NZ (Hospitality and sustainability). | Maintain a Gold Qualmark standard through Tourism NZ (Hospitality and sustainability). | Maintain a Gold Qualmark standard through Tourism NZ (Hospitality and sustainability). |

How we operate

We partner with communities and provide access to and engagement with arts and culture, with a focus on art, science, and heritage. These platforms and the professional activity attached to them brings social cohesion and wellbeing, civic pride and vibrancy, and national reputation.

We are committed to staff development and provide training, performance reviews and development plans.

Our staff are qualified and experienced, and we adhere to rigorous and inclusive processes to ensure the best experience of, by and for the public.

Working with our partners

Te Manawa has relationships with several groups and organisations that work alongside us supporting us in the achievement of our goals.

Rangitāne

We will continue to work closely with Rangitāne, as mana whenua, in telling of pūrākau and the appropriate Kaitiakitanga of taonga including appropriate tikanga.

The Founding Societies

These societies are the 'founding societies' whose operations were devolved into Te Manawa on its formation. The societies continue to support and guide our operations in their specialist areas.

Te Manawa Arts Society

Te Manawa Arts Society (TMAS), was responsible for the collection of what regarded by many as the highest quality collection of New Zealand contemporary art from the mid twentieth Century. This collection, owned by Te Manawa Art Society Holding Trust, forms the foundation of the collection held at Te Manawa. TMAS continues to participate in acquisition decisions and often supports those financially. The relationship with TMAS is governed by an MOU allied to a custody agreement. Regular dialogue takes place between the two organisations.

The Science Centre Inc

The Science Centre Inc and the Science Centre Trust are the organisations that promote science at Te Manawa. Work is currently underway to strengthen this relationship as we move out of a COVID enforced closedown. In the past a number of exhibitions have been developed and promoted together, *Sunlight: Ihi Kōmaru* being our last large science-based exhibition. This was both financially supported by, and validated by, members of the Science Centre Inc.

The relationship is again governed by an MOU. Work is currently underway to further strengthen this relationship and develop a Science Space Pūtaiao at Te Manawa.

The Museum Society

This society again supports the work of Te Manawa, once again governed by an MOU. Joint activities are undertaken around events of historical significance and shared interests.

The New Zealand Rugby Museum

This museum within a museum, holds a collection of historical and cultural significance. It was incorporated into Te Manawa under an MOU signed in 2012. Under the MOU, Te Manawa provides a sub-lease for the premises and storage, utilities and education free of charge. Front of house support is also provided.

Working with Palmerston North City Council

Half-Yearly Report

By the end of February each year, Te Manawa Museums Trust will provide the Council with a half-yearly report complying with s 66 of the Local Government Act 2002. The report will include the following information:

- Chief Executive's commentary on operations for the relevant six-month period.
- Comparison of Te Manawa Museums Trust's performance with the objectives, planned activities and performance targets set out in the SOI, with an explanation of any material variances.
- Un-audited half-yearly financial statements incorporating a Statement of Financial Performance, a Statement of Financial Position, a Statement of Changes in Equity and a Statement of Cashflows.

Annual Report

By 30 September each year, Te Manawa Museums Trust will provide the Council with an annual report complying with s 67–69 of the Local Government Act 2002. Financial statements and audit clearance will be provided in early August to ensure timely availability of Council's annual report.

The annual report will contain the information necessary to enable an informed assessment of the operations of Te Manawa Museums Trust, and will include the following information:

- Chief Executive's commentary on operations for the relevant year.
- Comparison of Te Manawa Museums Trust's performance to the objectives, planned activities and performance targets set out in the SOI, with an explanation of any material variances.
- Financial statements incorporating a statement of financial performance, statement of financial position, statement of changes in equity, statement of cashflows, statement of accounting policies and notes to the accounts.
- Auditor's report on the financial statements and the performance targets.
- Any other information that the Trustees consider appropriate.

Board Approval

This Statement of Intent was approved by the Te Manawa Museums Trust Board on 15 June 2023

Signed  _____

Date 15/06/2023

Caroline Tate, Chair, Te Manawa Museums Trust Board

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Budget Assumptions and Comments:

Revenue

1. Palmerston North City Council (PNCC) Funding:

PNCC Operating Grant

2023/24: \$3,756,570 (As per Council advice - \$3,506,570 plus additional grant of \$250,000)
 2024/25: \$3,681,899 (2023/24 plus 5.0% on 2023/24 - not including additional \$250,000)
 2025/26: \$3,792,356 (2025/26 plus 3.0% on 2024/25 year - not including additional \$250,000)

2. Interest Revenue:

Interest Income has been based on average bank balances remaining between \$650k and \$690k (the approximate required level to preserve Te Manawa tagged reserves) with weighted average bank interest rates forecast at 4.0%.

3. Other Operating Revenue:

Other Operating Revenue is expected to increase from the 2022/23 forecast, with increased targets from commercial activities such as retail sales and venue hire, as well as increased targets for fundraising applications as museum activities return to business as usual after the "Covid" years.

4. Net Collection Movements

The forecast level of donated collection assets is maintained at the same level as prior years. (\$15,000).

The prospective financial statements do not provide for a forecast net movement in the market value of collection, due to data not being readily available for assumptions regarding the future market value of collections assets. Revaluation of collection assets is a non-cash item. The next revaluation of the Art Collection will take place during the final quarter of the 2023/24 financial year, and the next Heritage Collection revaluation is to take place during the 2024/25 financial year. The revaluation of the art collection conducted during the 2020/21 year resulted in an increase in the value of the art collection of \$1,526,862

Expenditure

5. Payroll:

The Payroll budget for all years incorporates requirements of the remuneration system adopted by Te Manawa.

6. Operating Expenditure:

Operating costs have been budgeted for the next three years based on current contractual commitments, as well as anticipated maintenance costs (i.e. cleaning, repairs and maintenance, security and administrative costs) with adjustments for anticipated CPI increases.

7. Occupancy Costs:

Te Manawa has received notice of some suppliers' intention to increase costs. An inflation adjustment of 5.00% has been applied across most expense categories.

8. PNCC Leases and Service Level Agreements:

It has been assumed that there will be no increase in charges from PNCC in relation to service level agreements - IT, vehicles and phones.

9. Depreciation:

The forecast depreciation for the next financial years is based on the planned plant and equipment additions and the upgrade of the semi-permanent exhibitions.

10. Operating Surplus/(Deficit) after Collection Movements:

A net surplus has been budgeted for each of the three years covered by the financial statements 2023/24 (\$19.7k) 2024/25 (\$21.8k) and 2025/26(\$9.27k).

The \$250,000 additional grant from Council has been allocated as follows:

Operating expenditure: \$230,000

Capital expenditure: \$ 20,000

Prudent management of operating expenditure will be required to achieve the budgeted results. Revenue generation opportunities will be sought to ensure that operating cash surpluses are produced going forward.

STATEMENT OF FINANCIAL POSITION:**11. Cash & Short-Term deposits:**

Cash & Cash Equivalents (including term deposits with a maturity of up to 3 months) are budgeted to remain relatively consistent at between \$600k and \$635k. This is enough to meet the Trust's current budgeted obligations and commitments.

12. STATEMENT OF CASHFLOWS:

Forecast net cash flows from operating activities are enough to cover the planned capital expenditure for the three financial years.

13. STATEMENT OF CASH BALANCES & RESERVES:

Careful managing of resources will be required to maintain positive untagged reserves over next years, in order to both meet our operational costs and gradually increase our semi-permanent and touring exhibition capabilities. There is also an increased reliance on third party revenue to meet the forecast level of operating costs and allow for the strategic reserves to be built up.

The tables below indicate the way Te Manawa intends to gradually build up its strategic reserves within the constraint of maintaining positive untagged reserves.

**Te Manawa Museums Trust
Endowment Fund Forecast**

| Endowment Fund | Balance 1/7/21 | Actual at 30/06/22 | Budget transfers in/(out) | 2022/23 Budget | Budget transfers in/(out) | Budget transfers in/(out) | 2023/24 Budget |
|------------------------------|---------------------------|-------------------------------|--|---------------------------|--|--|---------------------------|
| Clevely Fund | 10,874 | 10,874 | - | 10,874 | - | - | 10,874 |
| Total Endowment Funds | 10,874 | 10,874 | - | 10,874 | - | - | 10,874 |

The Semi-permanent exhibition reserve is designed for the purpose of securing funding for future semi-permanent exhibition refresh and/or internally developed and built Te Manawa touring shows.

| Specific Reserves | Balance 1/7/21 | Actual at 30/06/22 | Budget transfers in/(out) | 2022/23 Budget | Budget transfers in/(out) | Budget transfers in/(out) | 2023/24 Budget |
|---|---------------------------|-------------------------------|--|---------------------------|--|--|---------------------------|
| Collection Development | 16,362 | 14,021 | | 14,021 | - | - | 14,021 |
| Historical Building Maintenance | 22,081 | 22,081 | - | 22,081 | - | - | 22,081 |
| Semi-Permanent Exhibition Development Reserve | 299,674 | 365,398 | | 365,398 | 32,863 | | 398,261 |
| Total Specific Reserves | 338,117 | 401,500 | - | 401,500 | 32,863 | - | 434,363 |

Te Manawa Museums Trust**Prospective Statement of Revenue and Expenses**

For the Three Years Ended 30 June 2023, 2024 & 2025

| | Actual | Budget | Budget | Budget | Budget |
|--|------------------|------------------|------------------|------------------|------------------|
| | 2021/2022 | 2022/2023 | 2023/2024 | 2024/25 | 2025/26 |
| | \$ | \$ | \$ | \$ | \$ |
| Revenue | | | | | |
| PNCC Operational Grant | 3,264,227 | 3,329,511 | 3,756,570 | 3,681,899 | 3,792,356 |
| MDC Grant | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| Interest Received | 8,192 | 8,400 | 20,760 | 21,000 | 21,000 |
| Fundraising & Sponsorship | 106,810 | 537,050 | 186,000 | 250,000 | 300,000 |
| Other Revenue | 189,551 | 381,730 | 283,490 | 389,944 | 423,826 |
| Total Revenue | 3,588,780 | 4,276,691 | 4,266,820 | 4,362,843 | 4,557,182 |
| Expenditure | | | | | |
| Personnel Costs | 2,053,668 | 2,422,554 | 2,420,806 | 2,378,004 | 2,443,164 |
| Museum Activities | 1,034,497 | 1,205,478 | 1,142,853 | 1,258,351 | 1,377,465 |
| Occupancy Costs | 230,003 | 279,168 | 279,339 | 286,669 | 299,426 |
| PNCC Leases & SLA's | 81,738 | 81,738 | 81,738 | 81,738 | 81,738 |
| Depreciation/Amortisation | 279,984 | 302,550 | 337,356 | 351,200 | 361,167 |
| Assets Written Off | 903 | - | - | - | - |
| Total Operating Expenditure | 3,680,793 | 4,291,488 | 4,262,092 | 4,355,962 | 4,562,960 |
| Operating Surplus/(Deficit) Before Collection Movements | (92,013) | (14,797) | 4,728 | 6,881 | (5,778) |
| Collection Movement Income | | | | | |
| Custodial Assets | 16,971 | - | - | - | - |
| Donated Assets | - | 15,000 | 15,000 | 15,000 | 15,000 |
| Collection Movement Expense | | | | | |
| Custodial Assets Returned | - | - | - | - | - |
| Collection Assets Deaccessioned | (10) | - | - | - | - |
| Net Collection Movements | 16,961 | 15,000 | 15,000 | 15,000 | 15,000 |
| Net Surplus/(Deficit) Before revaluation | (75,052) | 203 | 19,728 | 21,881 | 9,222 |
| Other Comprehensive Revenue and Expenses | | - | - | - | - |
| Total Comprehensive Revenue and Expense | (75,052) | 203 | 19,728 | 21,881 | 9,222 |

The accompanying notes and accounting policies form part of the prospective financial statements

Te Manawa Museums Trust

Prospective Statement of Financial Position

As at 30 June 2023, 2024 & 2025

| Notes | Actual | Budget | Budget | Budget | Budget |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|
| | 2021/22 | 2022/23 | 2023/2024 | 2024/25 | 2025/26 |
| | \$ | \$ | \$ | \$ | \$ |
| Assets | | | | | |
| <i>Current Assets</i> | | | | | |
| Cash & Cash Equivalents 11 | 454,000 | 401,874 | 403,232 | 370,105 | 232,148 |
| Short Term Deposits | 671,317 | 340,358 | 330,422 | 369,003 | 475,619 |
| Stock of Merchandise | 33,508 | 32,000 | 28,000 | 30,000 | 30,000 |
| Receivables | 1,071 | 18,000 | 15,000 | 15,000 | 15,000 |
| Interest Receivable | 2,968 | 2,000 | 4,000 | 2,500 | 2,600 |
| Prepayments | 77,211 | 25,000 | 25,000 | 15,000 | 15,000 |
| Total Current Assets | 1,240,075 | 819,232 | 805,654 | 801,608 | 770,367 |
| <i>Fixed Assets</i> | | | | | |
| Information Technology | 45,494 | 43,708 | 55,708 | 52,236 | 44,236 |
| Property Plant & Equipment | | | | | |
| Exhibitions | 248,809 | 490,814 | 477,814 | 485,489 | 495,029 |
| Furniture & Fittings | 73,908 | 70,097 | 79,806 | 65,664 | 74,312 |
| Leasehold Improvements | 38,877 | 46,555 | 42,608 | 46,555 | 47,021 |
| Plant & Equipment | 442,565 | 452,144 | 450,070 | 456,325 | 471,385 |
| Collection Assets (Owned) | 8,021,370 | 7,975,767 | 8,035,767 | 8,090,385 | 8,155,385 |
| Collection Assets (Custodial) | 9,044,115 | 9,044,114 | 9,044,114 | 9,044,114 | 9,044,114 |
| Work in Progress | 42,100 | 12,105 | 15,000 | 20,000 | 15,000 |
| Total Fixed Assets | 17,957,238 | 18,135,304 | 18,200,887 | 18,260,768 | 18,346,482 |
| <i>Other Non-Current Assets</i> | | | | | |
| Intangible Assets - Software | 8,148 | 6,031 | 3,816 | 2,377 | 1,271 |
| Total Non-Current Assets | 17,965,386 | 18,141,335 | 18,204,703 | 18,263,145 | 18,347,753 |
| Total Assets | 19,205,461 | 18,960,567 | 19,010,358 | 19,064,753 | 19,118,120 |
| <i>Current Liabilities</i> | | | | | |
| Payables Under Exchange Transactions | 329,979 | 419,552 | 387,614 | 391,490 | 395,405 |
| Income Received in Advance) | 147,454 | 30,000 | 30,000 | 30,000 | 30,000 |
| Provisions | - | - | - | - | - |
| Employee Benefits | 246,817 | 260,619 | 295,800 | 295,619 | 325,850 |
| Interest Payable | - | - | - | - | - |
| GST Payable (Receivable) | 36,617 | 58,000 | 62,000 | 58,000 | 58,000 |
| Current Portion of Term Liabilities | - | - | - | - | - |
| Total Current Liabilities | 760,867 | 768,171 | 775,414 | 775,109 | 809,255 |
| <i>Non-Current Liabilities</i> | | | | | |
| Employee Benefits | 3,293 | 3,267 | 3,310 | 3,266 | 3,266 |
| Total Non-Current Liabilities | 3,293 | 3,267 | 3,310 | 3,266 | 3,266 |
| Total Liabilities | 764,160 | 771,438 | 778,724 | 778,375 | 812,521 |
| Equity | | | | | |
| Trust Equity | 10,776,531 | 10,722,223 | 10,693,479 | 10,713,207 | 10,735,088 |
| Retained Surplus Current Year | (75,052) | 2,203 | 19,728 | 21,881 | 9,222 |
| Asset Revaluation Reserve | 7,327,447 | 7,073,190 | 7,073,190 | 7,073,190 | 7,073,190 |
| Specific Reserves 13 | 401,501 | 380,639 | 434,363 | 467,226 | 477,225 |
| Endowment Funds 13 | 10,874 | 10,874 | 10,874 | 10,874 | 10,874 |
| Total Trust Funds | 18,441,301 | 18,189,129 | 18,231,634 | 18,286,378 | 18,305,600 |
| Total Liabilities and Trust Funds | 19,205,461 | 18,960,567 | 19,010,358 | 19,064,753 | 19,118,120 |

Te Manawa Museums Trust

Prospective Statement of Cash Flows

For the Three Years Ended 30 June 2023, 2024 & 2025

| Notes | Actual | Budget | Budget | Budget | Budget |
|--|------------------|--------------------|------------------|------------------|------------------|
| | 2020/21 | 2022/23 | 2023/2024 | 2024/25 | 2025/26 |
| | \$ | \$ | \$ | \$ | \$ |
| Cash Flows from Operating Activities | | | | | |
| Cash was provided from: | | | | | |
| PNCC Grants | 3,231,908 | 3,264,227 | 3,756,570 | 3,681,899 | 3,792,356 |
| Fundraising Activities | 32,977 | 320,000 | 186,000 | 250,000 | 300,000 |
| Other Revenue | 720,174 | 279,454 | 283,490 | 389,944 | 423,826 |
| MDC Grants | 20,000 | | 20,000 | 20,000 | 20,000 |
| Interest | 7,088 | 5,400 | 20,760 | 21,000 | 21,000 |
| | 4,012,147 | 3,869,081 | 4,266,820 | 4,362,843 | 4,557,182 |
| Cash was disbursed to: | | | | | |
| Payroll | 1,439,707 | 2,373,074 | 2,420,806 | 2,368,004 | 2,443,164 |
| Suppliers | 1,963,631 | 1,270,809 | 1,503,930 | 1,626,758 | 1,758,629 |
| Interest | - | - | - | - | - |
| GST | -69,217 | - | 58,000 | 60,000 | 65,000 |
| Net Change in working Capital | - | - | - | - | - |
| | 3,334,121 | 3,643,883 | 3,982,736 | 4,054,762 | 4,266,793 |
| Net Cash Flows from Operating Activities* | 678,026 | 225,198 | 284,084 | 308,081 | 290,389 |
| Cash Flows from Investing Activities | | | | | |
| Cash was provided from: | | | | | |
| Sale of Assets | - | - | - | - | - |
| Cash was disbursed to | | | | | |
| Change in short Term Investments | 51,483 | 600,000 | 485,000 | - | 103,303 |
| Purchase of Intangible Assets - Software | 0 | 120,000 | 15,000 | 15,000 | 25,000 |
| Purchase of Leasehold Improvements | 2,431 | 30,000 | 5,000 | 5,000 | 5,000 |
| Purchase of Information Technology | 35,525 | 56,770 | 40,000 | 34,600 | 27,000 |
| Purchase of Exhibitions | 430,055 | 185,000 | 201,000 | 100,000 | 100,000 |
| Purchase of Furniture & Fittings | 25,915 | 10,000 | 10,000 | 35,558 | 20,950 |
| Purchase of Plant & Equipment | 122,386 | 168,910 | 129,815 | 91,050 | 87,094 |
| Purchase of Collection Assets | 100,735 | 78,500 | 60,000 | 60,000 | 60,000 |
| Work in Progress | | - | | - | - |
| | 768,530 | 1,249,180 | 945,815 | 341,208 | 428,347 |
| Net Cash Flows from Investing Activities | (768,530) | (1,249,180) | (945,815) | (341,208) | (428,347) |
| Net Increase/(Decrease) in Cash Held | (90,504) | (1,023,982) | (661,731) | (33,127) | (137,958) |
| Opening Cash Balances | 694,163 | 1,308,407 | 1,064,963 | 403,232 | 370,105 |
| Closing Total Cash Balances | 603,659 | 284,425 | 403,232 | 370,105 | 232,148 |

Notes to the Prospective Financial Statements

Statement of Accounting Policies

REPORTING ENTITY

Te Manawa Museums Trust (the Trust) is a charitable trust incorporated in New Zealand under the Charitable Trusts Act 1957 and is domiciled in New Zealand. The Trust is controlled by Palmerston North City Council and is a Council Controlled Organisation as defined under section 6 of the Local Government Act 2002, by virtue of the Council's right to appoint more than 50% of the Board of Trustees.

The Trust was incorporated on 20 August 1999, from that date, the Trust assumed responsibility for art works and heritage assets transferred to its care but held on behalf of others. From 1 July 2000 the Trust commenced leasing the premises and managing the institution under agreements entered into with the Palmerston North City Council. The principal place of business is 326-336 Main Street, Palmerston North.

The primary objective of the Trust is to provide interactive experience in art, science and history through acquiring, conserving, researching, developing, communicating and exhibiting material evidence of people and their environment, rather than making a commercial return. Accordingly, the Trust has designated itself as a public sector public benefit entity for the purposes of Public Benefit Entity Accounting Standards (PBE Standards).

BASIS OF PREPARATION

The prospective financial statements have been prepared on the going concern basis, and the accounting policies have been applied consistently throughout the periods.

Statement of Compliance

The prospective financial statements of the Trust have been prepared in accordance with the requirements of the Local Government Act 2002, which includes the requirement to comply with New Zealand Generally Accepted Accounting Practice (NZ GAAP).

The financial statements comply with Public Benefit Entity International Public Sector Accounting Standards ("PBE IPSAS") and other applicable Financial Reporting Standards, as appropriate for Tier 2 public sector public benefit entities, for which all reduced disclosure regime exemptions have been adopted.

The Trust qualifies as a Tier 2 Public Sector PBE reporting entity as it is not publicly accountable and as for the two most recent reporting periods it has had between \$2m and \$30m operating expenditure.

The reporting period for these prospective financial statements are the years ending 30 June 2024, 30 June 2025 and 30 June 2026. The prospective financial statements are presented in New Zealand dollars, unless otherwise stated.

Measurement Base

The measurement basis applied is historical cost, modified by the revaluation of collection assets as identified in this summary of significant accounting policies. The accrual basis of accounting has been used unless otherwise stated.

Standards, amendments, and interpretations issued that are not yet effective and have not been early adopted

There are no standards, amendments, and interpretations, issued but not yet effective that have not been early adopted, and which are relevant to the Trust.

Significant Accounting Policies

Revenue

Revenue is measured at fair value of consideration received or receivable.

Revenue may be derived from either exchange or non-exchange transactions.

Revenue from Non-exchange transactions

Revenue from non-exchange transactions arises from transactions that are not exchange transactions. In non-exchange transactions, the Trust either receives value from or gives value to another party without directly giving or receiving approximately equal value in exchange.

Approximately equal value is considered to reflect a fair or market value, which is normally commensurate with an arm's length commercial transaction between a willing buyer and willing seller. Many of the services that the Trust provides for a fee are charged at below market value as they are subsidised by Palmerston North City Council operational grant, sponsorship, government/non-government grants. Other services operate on a cost recovery or breakeven basis and are not considered to reflect a market return. Most of the Trust's revenue is therefore categorized as non-exchange.

This includes PNCC grants, transfers from government/non-government entities, donations, donated/vested and custodial collection items, sponsorship, in kind sponsorship, revenue from services supplied at subsidised price.

Specific accounting policies for major categories of revenue from non-exchange transactions are outlined below:

Grants

Grants received from PNCC are the primary source of funding to the Trust and are restricted for the purposes of the Trust meeting its objectives as specified in the Trust's trust deed.

Revenues from non-exchange transactions with Council/other government/non-government entities are measured at fair value and recognised when the event occurs and the asset recognition criteria are met, if the transfer is free from conditions and it is probable that the economic benefits or service potential related to the asset will flow to the Trust and can be measured reliably. To the extent that there is a related condition attached that would give rise to a liability to repay the amount if conditions of the grant are not met, deferred income is recognised instead of revenue, and recognised as revenue when conditions of the grant are satisfied.

Rendering of services

Revenue from the rendering of services is recognised when the transaction occurs to the extent that a liability is not also recognised. For these transactions the revenue is recognised by reference to the stage of completion of the transaction at the reporting date.

All revenues from rendering of services are non-exchange, except for revenue from Venue Hire which is classified as exchange transaction.

Vested or donated physical assets

Where a physical asset is gifted to or vested in the Trust for nil or nominal consideration, the fair value of the asset received is recognised as revenue. Such income is recognised when control over the asset is obtained, unless there is a use or return condition attached to the asset.

The fair value of vested or donated physical assets is determined by reference to the market value of comparable assets available.

'In Kind' Sponsorship

The Trust receives sponsorship 'in kind' by way of goods and services provided at discounted or nil charge. Where the fair value of these goods and services can be reliably measured, the income (and expense) is recognised as 'sponsorship - in kind' in the period in which the goods or services are received or there is a binding arrangement to receive the goods.

Volunteer Services

Volunteer services received are not recognised as revenue or expenditure as the Trust is unable to reliably measure the fair value of the services received.

Revenue from Exchange transactions**Sales of goods**

Revenue from the sale of goods is recognized when the significant risks and rewards of ownership have been transferred to the buyer, usually on delivery of the goods and when the amount of revenue can be measured reliably and it is probable that the economic benefits or service potential associated with the transaction will flow to the Trust.

Interest Income

Interest income is recognised using the effective interest method.

Advertising Costs

Advertising costs are expensed when the related service has been rendered.

Borrowing Costs

Interest expense is recognised using the effective interest rate method. All borrowing costs are expensed in the period in which they are incurred.

Depreciation and amortisation

Depreciation of property, plant and equipment and amortisation of intangible assets are charged on a straight-line basis over the estimated useful life of the associated assets.

Leases

Finance Leases

A finance lease is a lease that transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred.

At the commencement of the lease term, finance leases are recognised as assets and liabilities in the statement of financial position at the lower of the fair value of the leased item or the present value of the minimum lease payments.

The finance charge is charged to the surplus or deficit over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability.

The amount recognised as an asset is depreciated over its useful life. If there is no certainty as to whether the Trust will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

Operating Leases

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

Lease incentives received are recognised in the surplus or deficit over the lease term as an integral part of the total lease expense.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts.

Bank overdrafts are presented within borrowings as a current liability in the statement of financial position.

Debtors and other receivables

Debtors and other receivables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

A provision for impairment of a receivable is established when there is objective evidence that the Trust will not be able to collect amounts due according to the original terms of the receivable. Significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, receivership or liquidation, and default in payments are considered indicators that the receivable is impaired. The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate. The carrying amount of an impaired receivable is reduced through the use of an allowance account, and the amount of the loss is recognised in the surplus or deficit. When the receivable is uncollectible, it is written off against the allowance account for receivables. Overdue receivables that have been renegotiated are reclassified as current (that is, not past due).

Financial Assets

Financial assets are categorised into the following four categories: financial assets at fair value through surplus or deficit; held-to-maturity investments; loans and receivables; and financial assets at fair value through other comprehensive revenue and expense. The classification depends on the purpose for which each investment was acquired. Management determines the classification of its investments at initial recognition and re-evaluates this designation at every reporting date.

The fair value of financial instruments traded in active markets is based upon the quoted market prices at the balance sheet date. The quoted market price used is the current bid price.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques.

The Trust uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows are used to determine fair value for the remaining financial instruments.

a) Financial Assets at Fair Value through Surplus or Deficit

This category has two sub-categories: financial assets held for trading, and those designated at fair value through surplus or deficit at inception. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term or if so designated by management. Derivatives are also categorised as held for trading. After initial recognition they are measured at their fair values. Gains or losses due to change in fair value are recognised in the surplus or deficit.

Currently, the Trust does not hold any financial assets in this category.

b) Loans and Receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for maturities greater than 12 months after the balance date, which are included in non-current assets. After initial recognition, they are measured at amortised cost, using the effective interest method, less impairment. Gains and losses when the asset is impaired or derecognised are recognised in the surplus or deficit.

c) Held to Maturity Investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities and there is the positive intention and ability to hold to maturity. They are included in current assets, except for maturities greater than 12 months after balance date, which are included in non-current assets. After initial recognition they are measured at amortised cost, using the effective interest method, less impairment. Gains and losses when the asset is impaired or derecognised are recognised in the surplus or deficit.

Currently, the Trust does not hold any financial assets in this category.

d) Financial Assets at Fair Value through Other Comprehensive Revenue and Expense

Financial assets at fair value through other comprehensive revenue and expense are those that are designated into this category at initial recognition or are not classified in any of the other categories above. They are included in non-current assets unless management intends to dispose of, or realise, the investment within 12 months of balance date.

These investments are measured at their fair value, with gains and losses recognised in other comprehensive revenue and expense, except for impairment losses, which are recognised in the surplus or deficit. On derecognition, the cumulative gain or loss previously recognised in other comprehensive revenue and expense is reclassified from equity to the surplus or deficit.

Currently, the Trust does not hold any financial assets in this category.

Impairment of financial assets

Financial assets are assessed for evidence of impairment at each balance date. Impairment losses are recognised in the surplus or deficit.

Loans and receivables, and held-to-maturity investments

Impairment is established when there is evidence that the Trust will not be able to collect amounts due according to the original terms of the receivable. Significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, receivership, or liquidation and default in payments are indicators that the asset is impaired. The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate.

For debtors and other receivables, the carrying amount of the asset is reduced through the use of an allowance account, and the amount of the loss is recognised in the surplus or deficit. When the receivable is uncollectible, it is written-off against the allowance account. Overdue receivables that have been renegotiated are reclassified as current (that is, not past due). Impairment in term deposits are recognised directly against the instrument's carrying amount.

Financial assets at fair value through other comprehensive revenue and expense

For equity investments, a significant or prolonged decline in the fair value of the investment below its cost is considered objective evidence of impairment.

For debt investments, significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy, and default in payments are objective indicators that the asset is impaired.

If impairment evidence exists for investments at fair value through other comprehensive revenue and expense, the cumulative loss (measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in the surplus or deficit) recognised in other comprehensive revenue and expense is reclassified from equity to the surplus or deficit.

Equity instrument impairment losses recognised in the surplus or deficit are not reversed through the surplus or deficit.

If in a subsequent period the fair value of a debt instrument increases and the increase can be objectively related to an event occurring after the impairment loss was recognised, the impairment loss is reversed in the surplus or deficit.

Inventories

Inventories held for distribution or consumption in the provision of services that are not supplied on a commercial basis are measured at cost (using the FIFO method), adjusted, when applicable, for any loss of service potential.

Inventories acquired through non-exchange transactions are measured at fair value at the date of acquisition.

Inventories held for use in the provision of goods and services on a commercial basis are valued at the lower of cost (using the FIFO method) and net realisable value.

The amount of any write-down for the loss of service potential or from cost to net realisable value is recognised in the surplus or deficit in the period of the write-down.

Property, Plant and Equipment

Items of property, plant and equipment are stated at historical or deemed cost, less accumulated depreciation and impairment losses. Where parts of an item of property, plant and equipment have different useful lives, they are accounted for as separate items of property, plant and equipment.

Additions

The cost of an item of property, plant and equipment is recognised as an asset only when it is probable that service potential associated with the item will flow to the Trust and the cost of the item can be measured reliably.

In most instances, an item of property, plant and equipment is initially recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value when control over the asset is obtained.

Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are presented net in the surplus or deficit.

Work in Progress

All assets constructed by Trust are initially recorded as work in progress. Work in progress is recognised at cost less impairment and it is not depreciated. Upon completion, these assets are transferred to their relevant asset class and depreciation commences.

Subsequent costs

Costs incurred subsequent to initial acquisition are capitalised only when it is probable that service potential associated with the item will flow to the Trust and the cost of the item can be measured reliably.

The costs of day-to-day servicing of property, plant, and equipment are recognised as an expense as they are incurred.

(a) Furniture, Equipment and Exhibits

Furniture, equipment and exhibits (excluding art and heritage collections) are valued at cost less accumulated depreciation and impairment losses.

Depreciation

Assets are depreciated on a straight-line basis at rates that will write off their cost less any estimated residual value over the expected useful life of the asset. The useful lives of major classes of assets have been estimated as follows:

| | |
|------------------------|---------------|
| Computer Hardware | 1 to 5 years |
| Exhibitions | 2 to 10 years |
| Furniture & Fittings | 4 to 10 years |
| Leasehold Improvements | 4 to 10 years |
| Office Equipment | 4 to 10 years |
| Plant | 4 to 20 years |

The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year end.

(b) Collection Assets

As the Heritage Collection and Art Collection assets are intended to have an indefinite life, they are held in trust in perpetuity for the benefit of the public.

The Heritage Collection and Art Collection have not been depreciated, as it is the Trust's policy to maintain the collections in their current state, in accordance with the Trust's Collection Policies.

All additions to the Heritage and Art Collection are recorded at cost. These additions will be revalued in accordance with the Trust's Valuation Policy. Donated objects are recorded at fair value, or depreciated replacement cost, or nil value if considered unrealisable or irreplaceable.

Custodial Collection Assets are objects within the Heritage and Art Collections not formally owned by the Trust, where the Trust has assumed all the rights and obligations of ownership. Within the Heritage Collection this is limited to items on loan for an indefinite period, excluding works on loan from other Museums and Cultural organisations. In relation to the Art Collection, the nature of artworks and anecdotal evidence suggests that there is a high likelihood of request for return of loaned assets, irrespective of the loan period, therefore only items on loan from the Te Manawa Art Society Inc. are recognised as custodial assets. These assets are held and maintained by the Trust by agreement with the owners.

Revaluation

The Art Collection assets are revalued to fair value as determined from market-based evidence by an independent valuer. The most recent valuation was performed by *Art + Object* Auckland during January 2018. Trust's policy is to revalue the Art Collection assets every three years.

The Heritage Collections assets are revalued to fair value as determined from market-based evidence by an independent valuer. Trust's policy is to revalue the Heritage Collection assets every four years to ensure that their carrying amount does not differ materially from fair value.

All other asset classes are carried at depreciated historical cost.

Accounting for Revaluations

The results of revaluing are credited or debited to an asset revaluation reserve. Where this results in a debit balance in the asset revaluation reserve, this balance is charged to the surplus or deficit. Any subsequent increase on revaluation that off-sets a previous decrease in value recognised in a previous year surplus or deficit, will be recognised first in the surplus or deficit up to the amount previously expensed, and then credited to the revaluation reserve.

Intangible Assets

Recognition and measurement

Intangible assets are initially measured at cost, except for Intangible assets acquired through non-exchange transactions (measured at fair value).

All of the Trust's intangible assets are subsequently measured in accordance with the cost model, being cost (or fair value for items acquired through non-exchange transactions) less accumulated amortisation and impairment, except for the items which are not amortised and instead tested for impairment such as Intangible assets with indefinite useful lives, or not yet available for use. The Trust has no intangible assets with indefinite useful lives.

Software acquisition and development

Acquired computer software licenses are capitalised on the basis of the costs incurred to acquire and bring to use the specific software.

Costs that are directly associated with the development of software for internal use are recognised as an intangible asset. Direct costs include the software development employee costs and an appropriate portion of relevant overheads.

Staff training costs are recognised in the surplus or deficit when incurred.

Costs associated with maintaining computer software are recognised as an expense when incurred.

Costs associated with development and maintenance of the Trust's website are recognised as an expense when incurred.

Subsequent expenditure

Subsequent expenditure is capitalised only when it increases the future economic benefits embodied in the specific asset to which it relates. All other expenditure, including expenditure on internally generated goodwill and brands, is recognised in surplus or deficit as incurred.

Amortisation

Amortisation is recognised in surplus or deficit on a straight-line basis over the estimated useful lives of each amortisable intangible asset. Amortisation begins when the asset is available for use and ceases at the date that the asset is disposed of.

The estimated useful lives are as follows:

Software: 1 to 7 years, Website: 3 to 5 years

Amortisation methods, useful lives and residual values are reviewed at each reporting date and adjusted if appropriate.

Impairment of property, plant and equipment and intangible assets

For the purpose of impairment of Property, plant and equipment and intangible assets, which are carried at cost less accumulated depreciation and impairment losses, the Trust classifies its items of property plant and equipment and intangibles as non-cash generating assets, as these are not held with the primary objective of generating a commercial return, but rather for service delivery purposes and to deliver to Trust's public benefit objectives. Property, plant, and equipment and intangible assets that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use for non-cash-generating assets

For Trust's non-cash generating assets, value in use is determined based on either a depreciated replacement cost approach, restoration cost approach, or a service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

Value in use for cash-generating assets

Cash-generating assets are those assets that are held with the primary objective of generating a commercial return. The value in use for cash-generating assets is the present value of expected future cash flows. The Trust does not currently hold property plant and equipment and intangible assets in this category.

If an asset's carrying amount exceeds its recoverable amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the surplus or deficit. The reversal of an impairment loss is recognised in the surplus or deficit.

Creditors and Other Payables

Creditors and other payables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method.

Borrowings

Borrowings are initially recognised at their fair value plus transaction costs, if any. After initial recognition, all borrowings are measured at amortised cost using the effective interest method.

Borrowings are classified as current liabilities unless the Trust has an unconditional right to defer settlement of the liability for at least 12 months after balance date or if the borrowings are not expected to be settled within 12 months of balance date.

Employee Entitlements

Short-term employee entitlements

Employee benefits expected to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date and annual leave earned to, but not yet taken at balance date. Sick leave has not been included, as the amount of accumulated sick leave that is anticipated to be taken in future periods is not considered to be material.

Long-term employee entitlements

Employee benefits that are due to be settled beyond 12 months after the end of the period in which the employee renders the related service, such as long service leave have been calculated on an actuarial basis. The calculations are based on:

- likely future entitlements accruing to staff, based on years of service, years to entitlement, the likelihood that staff will reach the point of entitlement, and contractual entitlement information; and
- the present value of the estimated future cash flows.

Provisions

A provision is recognised for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event, it is probable that expenditures will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Provisions are not recognised for future operating losses.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time is recognised in 'finance costs'.

Goods and Services Tax (GST)

All items in the financial statements are stated exclusive of Goods and Services Tax (GST), except for trade receivables and payables, which are stated on a GST inclusive basis. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense. The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

Income Tax

The Trust is exempt from Income Tax by virtue of its charitable status.

Equity

Equity is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into the following components.

- Trust's contributed capital;
- Retained earnings;
- Restricted reserves;
- Collections revaluation reserve;

Restricted reserves

Restricted reserves are a component of equity generally representing a particular use to which various parts of equity have been assigned. Reserves may be legally restricted or created by the Trust.

Restricted reserves include those which have specific conditions accepted as binding by the Trust and which may not be revised by the Trust without reference to the Courts or a third party (i.e. endowment funds). Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met.

Also included in restricted reserves are reserves restricted by Trust's decision. The Trust may alter them without reference to any third party or the Courts. Transfers to and from these reserves are at the discretion of the Trust.

Critical Accounting Estimates and Assumptions

In preparing these prospective financial statements, the Trust has made estimates and assumptions concerning the future. These estimates and assumptions may differ from subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

Property, Plant and Equipment Useful Lives and Residual Values

The Trust reviews the useful lives and residual values of its property, plant and equipment annually. Assessing the appropriateness of useful life and residual value estimates of property, plant and equipment requires the Trust to consider a number of factors including the physical condition of the asset, expected period of use of the asset by the Trust, and expected disposal proceeds from the future sale of the asset.

An incorrect estimate of the useful life or residual value will impact on the depreciable amount of an asset, therefore impacting on the depreciation expense recognised in the surplus or deficit and the carrying amount of the asset in the statement of financial position. The Trust minimises the risk of this estimation uncertainty by:

- physical inspection of assets;
- asset replacement programmes;
- review of second-hand market prices for similar assets; and
- analysis of prior asset sales.

The Trust has not made significant changes to past assumptions concerning useful lives and residual values.

Public Benefit Entity Prospective Financial Statements (PBE FRS 42)

The Trust has complied with PBE FRS 42 in the preparation of these prospective financial statements. In accordance with PBE FRS 42, the following information is provided:

(i) Description of the nature of the entity's current operation and its principal activities

The Trust is a Council Controlled Organisation, as defined in the Local Government Act 2002. The Trust's principal activities are outlined within this Statement of Intent.

(ii) Purpose for which the prospective financial statements are prepared

It is a requirement of the Local Government Act 2002 to present prospective financial statements that cover 3 years and include them within the Statement of Intent. The purpose of the Statement of Intent is to state publicly the activities and intentions of Te Manawa for the year and the objectives to which these activities will contribute. Prospective financial statements are revised annually to reflect updated assumptions and costs.

(iii) Bases for assumptions, risks and uncertainties

The financial information has been prepared on the basis of best estimate assumptions as the future events which the Trust expects to take place. The Trust has considered factors that may lead to a material difference between information in the prospective financial statements and actual results. These factors, and the assumptions made in relation to the sources of uncertainty and potential effect, are outlined within this Statement of Intent.

(iv) Cautionary Note

The financial information is prospective. Actual results are likely to vary from the information presented, and the variations may be material.

(iv) Other Disclosures

The prospective financial statements have been authorised by the Board for delivery to the Palmerston North City Council on 15 June 2023. The Trust is responsible for the prospective financial statements presented, including the assumptions underlying prospective financial statements and all other disclosures. The Statement of Intent is prospective and as such contains no actual operating results.

MEMORANDUM

TO: Culture & Sport Committee

MEETING DATE: 28 June 2023

TITLE: The Regent Theatre Trust - Final Statement of Intent 2023-2026

PRESENTED BY: Sarah Claridge, Democracy & Governance Advisor

APPROVED BY: Donna Baker, Acting Chief Executive Unit Manager

RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Committee agree the final Statement of Intent 2023-2026 (Attachment 1) submitted by the Regent Theatre Trust Board.
-

1. ISSUE

- 1.1 The Statement of Intent (SOI) sets out the objectives and activities of the Regent Theatre Trust (the Regent) for the next three years. It serves as a basis for accountability to the Council, as the shareholder, and provides an opportunity for the Council to influence the Regent's direction. The requirements for the SOI are set out in Schedule 8 of the Local Government Act 2002 (LGA).
- 1.2 The purpose of this report is for the Committee to fulfil the requirement under s65(2) of the LGA to agree the final SOI, or if it does not agree, to require the SOI to be modified as set out in clause 6, Schedule 8 of the LGA.
- 1.3 The LGA requires a Council Controlled Organisation (CCO) Board to deliver the final SOI to the shareholder by 30 June. The Globe Theatre Trust has met that requirement.
- 1.4 Under the LGA, Council has the power to modify an SOI to ensure it adequately reflects strategic priorities if it considers that is necessary.

2. BACKGROUND

- 2.1 The Regent is a CCO, which was set up "to control, develop, promote enhance and maintain the Regent Theatre so that it can be utilised and enjoyed by the inhabitants of the Manawatū area"¹. A CCO is an organisation in which Council has the right to appoint at least fifty percent of the trustees and must work towards Council's objectives on its behalf.
- 2.2 The Culture & Sport Committee received the Regent's draft SOI at its meeting on 19 April 2023 and made recommendations for the Regent Theatre Trust Board to consider when developing its final SOI.
- 2.3 The Regent Theatre Trust Board has considered the Committee's comments and revised their SOI in response, as summarised in Table 1.

¹ As described in the purpose of the Regent Theatre Trust Deed

- 2.4 Overall Officers are pleased with the strategic direction, and the ambitious and varied list of actions the Regent has outlined in their SOI 2023-26.

Table 1: Comparison of Council comments with the Regent's final SOI 2023-26

| Committee's requests for changes to draft SOI 2023-2026 | Is it dealt with in the SOI? |
|--|--|
| <p>PERFORMANCE MEASURES</p> <p>Include more commentary into how the Regent will progress the activity: 'to support both inclusive and diverse community events, and that we create and deliver arts experiences for whānau, hapū, and iwi with the support for Rangitānenuiawawa' in the forthcoming years'.</p> <p>Recommendation</p> <p>Include a performance measure – with a meaningful target to show how this activity will be progressed.</p> | <p>Yes, the Regent has committed to ongoing monitoring to inform a future target for this objective.</p> <p>The Regent has added the following performance measure:</p> <p>Total number of ethnically diverse concerts and productions, both community and professionally produced, including Kapa Haka Competitions, World on Stage, Cultural events.</p> <p>Target: 8 events in 23/24</p> |
| <p>Recommendation</p> <p>Develop and include an environmental sustainability measure in the performance measures for this SOI 2023-26.</p> | <p>Yes, The Regent has included the following performance measure:</p> <p>Total % of lighting replaced with LED luminaires.</p> <p>Target: 35% in 2023/24</p> <p>The Regent will present the findings of its Greenhouse Gas Emissions Inventory Report 2023 to Committee with its six month report in April 2024.</p> |
| <p>Recommendation</p> <p>That new performance measures about how the Regent honours and implements Te Tiriti o Waitangi partnership, and how the Regent is engaging with, and enabling participation by the city's under-represented communities, be considered.</p> | <p>Partially, a performance measure has not been developed, however the Regent has included several actions to further this recommendation.</p> <p>Activities include:</p> <p>Collaborating with Rangitāne o Manawatū on the project Pre-European to Present Day.</p> <p>Organising staff training on basic Te Reo and Tikanga Māori.</p> <p>Installing bilingual signage within the theatre.</p> |

3. NEXT STEPS

- 3.1 The Regent's Annual Report 2022-23 is due to Council Officers on 30 September 2023 and will be presented to the Culture & Sport Committee in November 2023.

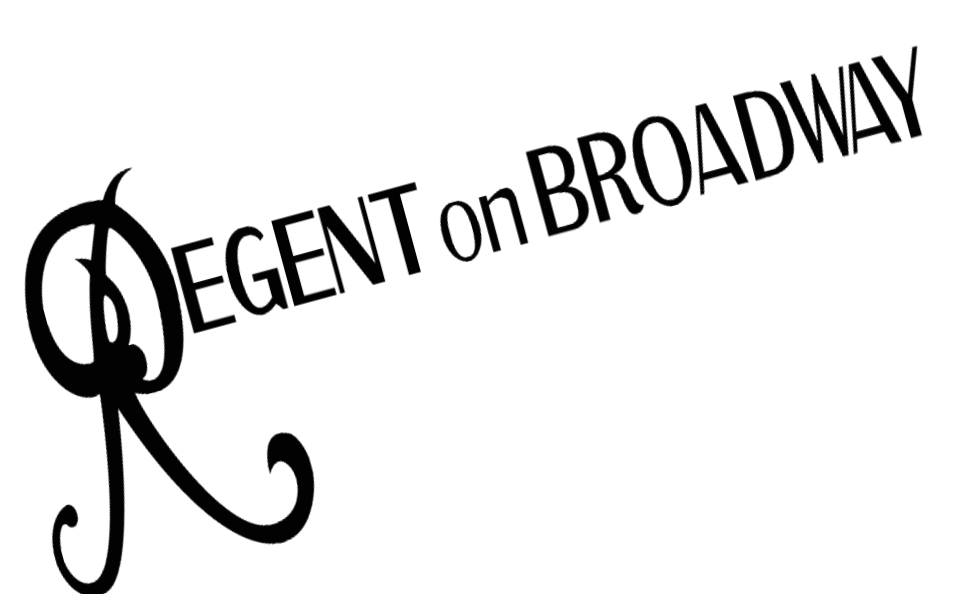
4. COMPLIANCE AND ADMINISTRATION

| | |
|---|---|
| Does the Committee have delegated authority to decide? If Yes quote relevant clause(s) from Delegations Manual | Yes |
| Are the decisions significant? | No |
| If they are significant do they affect land or a body of water? | No |
| Can this decision only be made through a 10 Year Plan? | No |
| Does this decision require consultation through the Special Consultative procedure? | No |
| Is there funding in the current Annual Plan for these actions? | Yes |
| Are the recommendations inconsistent with any of Council's policies or plans? | No |
| The recommendations contribute to Goal 2: A Creative and Exciting City | |
| The recommendations contribute to the outcomes of the Creative and Liveable Strategy | |
| The recommendations contribute to the achievement of action/actions in the Arts and Heritage Plan | |
| The action is: to support CCOs to achieve the objectives of the Arts and Heritage Plan | |
| Contribution to strategic direction and to social, economic, environmental and cultural well-being | Agreeing to the final Statements of Intent is a mechanism for the Committee to provide guidance and direction to the CCOs and meets Council's responsibility to monitor the CCOs under the LGA. |

ATTACHMENTS

1. The Regent Theatre Trust_ Statement of Intent 2023-2026 [↓](#) 

STATEMENT OF INTENT



2023 - 2026

THE REGENT THEATRE TRUST

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OUR DIRECTORY

| | |
|---------------------------------|--|
| Come and see us at: | 53 Broadway Palmerston North New Zealand |
| Mail, Phone us at: | PO Box 1723 Palmerston North Phone (06) 3502100 |
| Email and web addresses are: | manager@regent.co.nz www.regent.co.nz |
| Registered office of the Trust: | c/- Palmerston North City Council Civic Administration Building The Square PO Box 11-034 Palmerston North |
| Accountants | BDO Central (NI) Limited |
| Legal Advisers | Fitzherbert Rowe Lawyers |
| Bankers | ANZ Bank New Zealand Limited |
| Auditors | Audit New Zealand on behalf of the office of the Auditor General |
| General Manager | David Walsh |
| Trust Board | David Lea (Chairperson) Phil Payton (Deputy Chairperson) Kane Parsons Mark Mabbett Neil Ulrich Tania Kopytko Tessa Lothead |

Legal Status

The Regent Theatre Trust is a Council Controlled Organisation (CCO) for the purpose of the Local Government Act 2002 and operates as a Charitable Trust under the Charitable Trust Act 1957, Reg No CC41202. The theatre trades as the “Regent on Broadway” and is a not-for-profit CCO.

Chairperson’s Introduction

Since reopening in May 1998, the Regent on Broadway has established itself as one of the most active, prestigious, provincial venues for hire for live theatre in New Zealand. The focus of this Statement of Intent will be to consolidate and enhance this position. The plan for the three years ending June 2025 is to build on this success and, where possible, endeavor to increase the use of the venue to help make the city’s vision a reality.

The Regent on Broadway is by New Zealand and international standards, a large, splendid, historic, traditional proscenium arch theatre which provides grandeur and performance possibilities for large audiences and a professionally high level of staging and technical capability. We provide the city with the jewel in the crown within performing arts facilities.

The financial implications of Covid-19 and its variants has made the past couple of years challenging times. It is difficult to forecast the continuing future effects that this pandemic will have on our industry but, we remain committed to the financial sustainability and aspirations of this SOI

Purpose of this Statement of Intent

The Regent Theatre Trust is governed by its Trust Deed, which describes the purpose of the Trust as follows: *“To control, develop, promote, enhance and maintain the Regent Theatre so that it may be utilised and enjoyed by the inhabitants of the Manawatu area”*.

This Statement of Intent is presented by Regent Theatre Trust in accordance with the requirements of Section 64(1) of the Local Government Act 2002 (LGA 2002).

In accordance with the Local Government Act 2002, this annual Statement of Intent publicly states the activities and intentions of Regent Theatre Trust for the three-year period ending June 2026, and the objectives to which those activities will contribute.

This Statement of Intent takes the Palmerston North City Council Vision Statement into consideration and includes performance measures and targets as the basis of organisational accountability.

About the Regent Theatre Trust

Vision statement:

To provide the most vibrant theatre going experience in an unforgettable venue of classical grandeur.

Mission statement:

The Regent on Broadway will be the preferred local venue of choice for international, national and local performing arts experiences that cater to culturally diverse people of all ages.

The Regent on Broadway will be maintained and preserved as a valuable historic venue.

Purpose Statement

To manage, develop, promote, enhance and maintain the Regent on Broadway as a historic building and theatre so that it may be used and enjoyed by the people of the Manawatu region and wider.

The Regent on Broadway will be maintained and preserved as a valuable historic venue. The Regent on Broadway will be the preferred local venue of choice for international, national, and local performing arts experiences that cater to diverse people of all ages.

Values:

- **Stewardship** - a commitment to quality care and oversight of the historic venue and its contents, heritage value and uniqueness and significance to the region.
- **Accountability** - through transparency, effective legal and financial management.
- **Integrity** - in maintaining high standards in a consistent way in accordance with ethically sound Principles, policies and actions.
- **Innovation** - continuous improvement through responding to change in an agile and responsive Manner.
- **Customer focused service** - ensuring that our contact with clients and patrons is always welcoming and hospitable, signifying a genuine commitment to providing a quality experience.

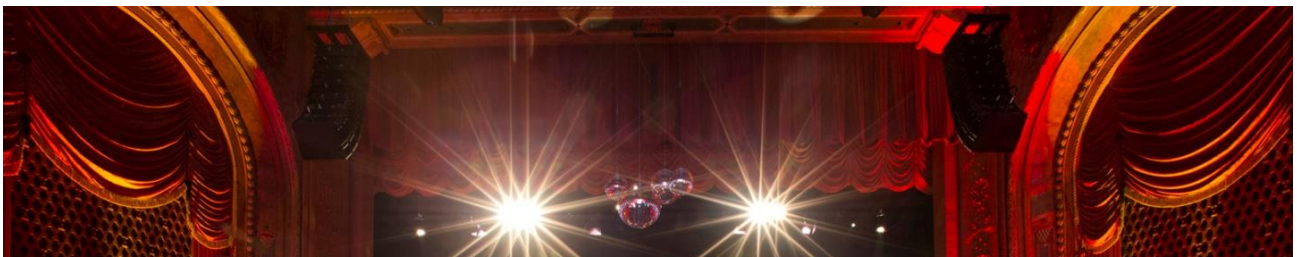
Governance:

The Regent on Broadway is governed by the Regent Theatre Trust Incorporated. The Trust is governed by a Board of Trustees. The Board of nine trustees is responsible for the strategic direction and control of Regent Theatre Trust activities. The Board guides and monitors the business and affairs of Regent Theatre Trust in accordance with the Regent Theatre Trust Deed and this Statement of Intent. The Board also aims to reflect the diversity of the city and surrounding district.

The Board's approach to governance is to adopt "best practice" with respect to:

- The operation and performance of Trustees
- Providing ongoing support for the General Manager
- Being accountable to all stakeholders and reporting to the Palmerston North City Council

The General Manager is responsible to the Regent Theatre Trust Board for the day-to-day operations of the Regent on Broadway.



City vision statement

Palmerston North is the heart of the Manawātū region within central New Zealand. We are a Provincial city with a lot to offer, and we're ambitious about where we're going. The city's vision is Palmerston North: Small city benefits, big city ambition.

Palmerston North City Council has identified five strategic goals for achieving this vision:

Goal 1: An innovative and growing city.

Goal 2: A creative and exciting city.

Goal 3: A connected and safe community.

Goal 4: An eco-city.

Goal 5: A driven and enabling Council.

The Regent on Broadway plays a critical part in contributing to the City vision of 'Small city benefits, big city ambition', particularly Goal 2. This Goal supports a creative and exciting city – A city that draws inspiration from the diversity within its culture and creates a vibrant urban environment that attracts creative and clever people, and nurtures creative talent.

The activities of the Regent help to build Palmerston North's national and international reputation as a creative and exciting place to live, work, study, and play. The Regent on Broadway and the Palmerston North City Council work collaboratively to ensure decisions and activities reflect the ambitions of the city and its residents.

We do this by supporting vibrant and healthy communities; the development of sustainable practice within our local performing arts; the development of connected and safe communities so that all sections of our community may enjoy the wonder of theatre and performance; environmental sustainability; and securing the future of the venue.

Strategic objectives

The Theatre's three strategic objectives have been developed to enable the Regent on Broadway to achieve its vision.

Objective 1. To be a venue for hire for exciting community and performing arts experiences for the people of Palmerston North and the wider Manawātū region including recognising the role of local Tangata Whenua and heritage status of the building.

Objective 2. To engage in effective collaboration with our stakeholders and clients, enabling the best customer experience.

Objective 3. To engage with diverse audiences via a marketing and promotion strategy that is continually developing and responding to regional demographics and artistic/cultural trends.

Activities

The Regent on Broadway works to provide a mix of diverse performance, talent, and entertainment. This builds on the reputation that Palmerston North is a vibrant, creative, and exciting city and aligns with the theatre's operational strategy to explore new ways of attracting high quality performances and increasing diverse community use.

To achieve its Strategic Objectives, the Board will undertake a range of activities during the next three years.

Objective 1. To be a venue for exciting community and performing arts experiences for the people of Palmerston North and the wider Manawatū region including recognising the role of local Tangata Whenua and the Heritage status of the building.

The Regent on Broadway will support this objective by:

- Programming regional, national and international performance.
- Enabling diversity of peoples to come together (within any Government guidelines) for performing arts, cultural events, and community celebrations – such as commercial and community shows, graduations, arts, cultural and educational events.
- Ensuring that we support both inclusive and diverse community events, and that we create and deliver arts experiences for whānau, hapū and iwi with the support for Rangitānenuiarawa. We will continue working together, and ensure that we produce relevant future targets to be included in our 2024 - 2027 Statement of Intent.
- To continually enhance and expand the project for the Regent on Broadway, pre-European to present day with collaboration with Rangitāne and local Historians.
- Encouraging local primary, intermediate and secondary schools, dance schools, music schools, also theatre educators and theatrical groups to take advantage of the theatre's significant capabilities and resources as a performance and learning space in respect to all aspects of the performing arts.
- Providing a well-resourced and well-equipped amenity to attract a wide range of performances and events to the city
- Ensuring that we continue to progressively improve and add to our current resources seeking funding from both the Friends of the Regent and/or other funding sources.
- Providing a specialised performance venue, which provides professional technical and Marketing advice and support.
- Providing staff with training and having the willingness to learn and understand basic Te Reo and Tikanga Māori.
- Install where appropriate bilingual signage within the theatre.

Objective 2. To engage in effective collaboration with our stakeholders and clients, enabling the best customer experience.

The Regent on Broadway will support this objective by:

- Actively contributing to the CCO Managers steering group and with Council Officers to explore a stretched performance target and developing an economic impact report for regional/nationally significant events.
- Consolidating and nurturing relationships with national and international promoters and national cultural icons (such as the Royal New Zealand Ballet, the New Zealand Symphony Orchestra and Creative New

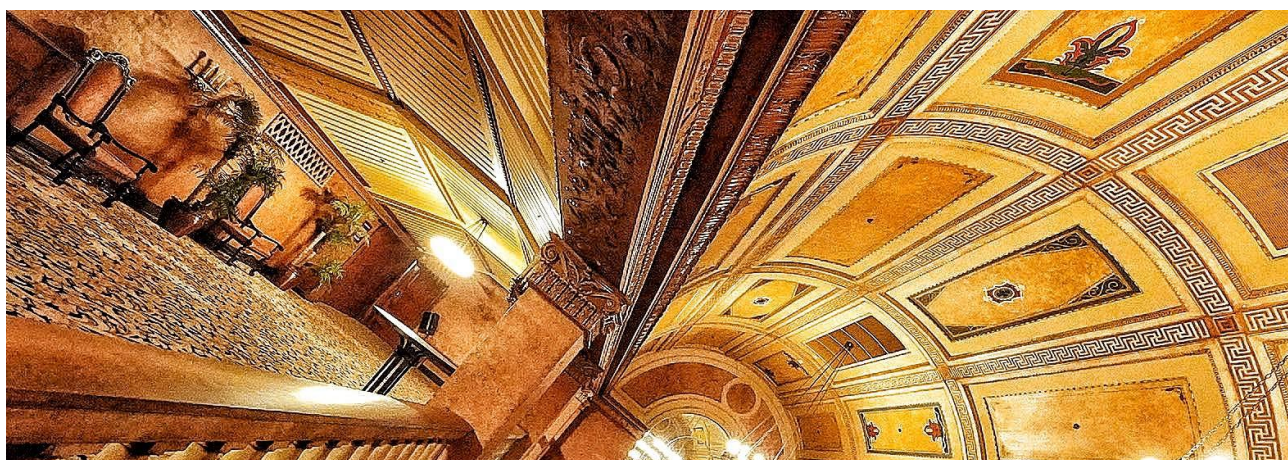
Zealand) so that the Regent on Broadway is a principal venue of choice when considering their programming each year.

- Ensuring continued communication with diverse audiences including the city's under-represented communities.
- Establishing and nurturing strong relationships with all local and regional theatre, dance, and entertainment groups in the view to supporting productions of significance and to maintaining and operating an entrepreneurial fund to procure these and other events (by production participation) that would not otherwise come to the Regent on Broadway.
- Review the customer service survey platform and act on findings.
- To report on the recommendations in the Regent on Broadway's 2023 Greenhouse Gas Emissions Inventory Report to comply with the Palmerston North City Council's Strategy target of a 30% reduction in CO2 emissions by 2031.
- Work with Council officers to develop new performance measures.

Objective 3. To engage with diverse audiences via a marketing and promotion strategy that is continually developing and responding to regional demographics and artistic/cultural trends.

The Regent on Broadway will support this objective by:

- Supporting events by establishing professional marketing strategies, resources, tools and e platforms – such as Facebook, Instagram and a well-appointed web site.
- Developing and aligning promotional and marketing strategies to the vision, goals and principles of PNCC, *especially Goal 2: A creative and exciting city.*
- Identifying key client audiences, and prioritising and scheduling targeted material and effective communication. This includes:
 - Advertising, e-newsletters and Facebook
 - Developing a calendar of media opportunity and identifying key staff and Board Members as media spokespeople.
 - Obtaining or providing e-media and promotional training and policies and guidelines as required.
 - Updating media release contacts and templates as required
 - Updating process for media enquiries as required.
- Maintaining the website ensuring that it continues to stimulate interest.
- Undertaking relevant statistical and audience demographic data analysis to determine future trends and target audiences.



Performance measures

| Objective | Performance Measure | Actual | Target | | | |
|---|---|--------|---------|---------|---------|---------|
| | | | 2021/22 | 2022/23 | 2023/24 | 2024/25 |
| To be a venue for exciting community and performing arts experiences for the people of Palmerston North and the wider Manawatu region including recognising the role of local Tangata Whenua and the Heritage status of the building. | Total number of main auditorium hires annually (days that the auditorium is used), to be not less than. – (usage of the Auditorium includes both Performance, Pack-in and Pack-out days, Rehearsals and Dark Days e.g. days that are booked but not used (but charged for) during long run seasons) | 95 | 100 | 180 | 190 | 210 |
| | Total number of main auditorium national/international venue hirers (actual live performances), to be not less than. Includes all touring shows from both overseas and NZ artists. | 9 | 15 | 30 | 33 | 38 |
| | Total number of events overall that are held over all spaces in the theatre. This includes Main Auditorium/Rehearsal Room/Regency Room. | 257 | 280 | 350 | 370 | 400 |
| | Further develop tours offered by the Regent, for schools, and community (to be not less than) | 1 | 6 | 8 | 10 | 10 |
| | | | | | | |
| To engage in effective collaboration with our stakeholders and clients, enabling the best customer experience. | Total number of variety type shows such as tribute concerts and professional performers from the commercial sector, (Includes Royal New Zealand Ballet, NZSO, National & International events) not less than. | 8 | 12 | 16 | 18 | 20 |
| | Total number of tertiary graduation ceremonies held, not less than e.g. Massey University, Ucol, etc | nil | 10 | 14 | 15 | 16 |
| | Total number of local school concerts held, not less than. | 3 | 10 | 12 | 13 | 13 |
| | Total number of school prize-giving held, not less than. | 5 | 15 | 10 | 12 | 14 |

| | | | | | | |
|---|--|--|---------------------|---------------------|---------------------|---------------------|
| | Total number of ethnically diverse concerts and productions, both community and professionally produced, including Kapa Haka competitions, World on Stage, cultural events, not less than. To improve our environmental footprint following our <i>Greenhouse Gas Emissions Inventory Report</i> , lighting throughout the theatre will be incrementally replaced to LED Luminaires, as a %. | 4 | 7 | 8 | 9 | 10 |
| | | 28,083 | 75,000 | 87,000 | 89,000 | 91,000 |
| 3. To engage with diverse audiences via a marketing and promotion strategy that is continually developing and responding to regional demographics and artistic/cultural trends. | Total attendances including ticketed and non-ticketed events held, not less than Due to Covid 19 and its variants the number of International/Commercial touring performances has greatly reduced - however the Theatre is receiving some enquiries and pencil bookings - but is very dependent upon the development of Omicron. Particular attention will be given to attracting new promoters/touring productions and new ideas. Total audience attendance split to all events Community 70%/Commercial 30% Number of seats sold per PNCC companion card. | 62% community 38% commercial 0 | 70/30 10 | 70/30 15 | 70/30 20 | 70/30 25 |

How we operate

The Regent Theatre Trust is committed to ensuring sound Governance and guidance in financial, legal, compliance, operational, management, and most of all, Health and Safety systems, and to ensure procedures are in place and reported against on a regular basis. The Trust ensures key policies and documentation are reviewed in accordance with the Trust's annual schedule, including:

- Insurance policies
- Venue and Employment Contracts
- Memorandums of understanding
- Operational Policies
- Health and Safety Policies, procedures, and documentation
- Staff reviews

The review of personnel resourcing is being undertaken to ensure the Regent on Broadway is meeting the needs of new marketing initiatives and progressive methodology in theatre operations, within the current restraints. The Trust continues to work towards sustainable environmental practice such as recycling, replacing disposable with reusable and energy reduction.

Staff training occurs in all areas of theatre operations and is reviewed on a regular basis:

- ETNZ guidelines in theatre technical operations and safe working practices.
- New Zealand Certificate in Entertainment and Event Operations
- Marketing with a specific focus to supporting social media requirements.
- Health and Safety in all areas of theatre operations.

The Regent Trust Board undertakes a review and implementation of a 3 yearly Strategic Plan

Recognising volunteer input and support

The Trust recognises its volunteers by:

- Liaising with the Friends of the Regent and encouraging the Friends in their activities of theatre assistance, event hosting, ushering and fund-raising. The Trust works to support and nurture the input by the Friends and all volunteers and to recognise the value of the contribution to venue operational requirements.
- Maintaining the excellent communications and the goodwill that has been established between the Friends' elected volunteer supervisory/management team that works alongside venue operations with the objective of continuing to maintain and improve venue hospitality, ushering and catering.
- Attracting and nurturing volunteers that possess the knowledge and skills required to deliver the high level of experienced guidance needed for good and successful governance.



Working together

The preparation and approval of annual budgets that observe clear financial objectives and to prepare 3-year income and expenditure forecasts to meet statutory obligations and thereby informing our stakeholders of potential future financial outcomes.

The Regent will work in a collaborative manner with Council to ensure that the Regent's policies and decisions represent the best interest of the Council and ultimately the ratepayers. The Regent will work with other Council Officers in progressing through the CCO Managers Steering Group the following: to explore ways of working closer together in a more combined and efficient manner. This includes Marketing, Booking systems, ticketing contracts and economic reporting models.

We will continue with ongoing engagement with the Council, both at a governance and operational level, to ensure that all parties are well-informed of each other's mandate and priorities. This may include engagement between Elected Members and the Trust and between senior managers in both organizations,

The Board will advise Council regularly of its performance, implications for future performance, and risks and opportunities faced by the organization (including Covid-19 related risks).

Adhering to a “no surprises” approach to communications ensuring that Council will be fully informed on all matters that are likely to attract significant public interest, or which may require a Councils response.

Half-yearly report

By the end of February each year the Regent Theatre Trust will provide the Council with a half-yearly report complying with s 66 of the Local Government Act 2002. The report will include the following information:

- Manager’s commentary on operations for the relevant six-month period.
- Comparison of the Regent on Broadway’s performance to the objectives and performance targets set out in the SOI, with an explanation of any material variances.
- Unaudited half-yearly financial statements incorporating a statement of financial performance, statement of financial position, statement of changes in equity and statement of cash flows.

Annual report

By 30th September, each year the Regent Theatre Trust will provide the Council with an annual report complying with ss 67–69 of the Local Government Act 2002. Financial statements and audit clearance will be undertaken in early August to ensure timely availability of PNCC’s annual report.

The annual report will contain the information necessary to enable an informed assessment of the operations of the Regent on Broadway and will include the following information:

- Commentary on operations for the year.
- Comparison of the Regent on Broadway’s performance to the objectives and performance targets set out in the SOI, with an explanation of any material variances.
- Financial statements incorporating a statement of financial performance, statement of financial position, statement of changes in equity, statement of cash flows, statement of accounting policies and notes to the accounts.
- Auditor’s report on the financial statements and the performance targets.

The Regent Theatre Trust

The Regent Theatre Trust is established and governed by The Regent Theatre Trust Deed, available on request.

SIGNATURES

This Statement of Intent was approved by The Regent Theatre Trust on:

Date:

Signed:

David Lea
Chairman
The Regent Theatre Trust

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REGENT ON BROADWAY

CASHFLOW FORECAST REPORTS

For the year ended 2023 to 2026



Regent Theatre Trust Board**Accountants' Statement - Disclaimer of Liability**

Scope

We have compiled the financial projections of Regent Theatre Trust Board for the periods ending 30 June 2023 -30 June 2026 on the basis of information provided to us by the Board in accordance with Service Engagement Standard No 2: Compilation of Financial Information issued by the New Zealand Institute of Chartered Accountants.

These are special purpose financial projections. They have been prepared on a basis considered appropriate for management planning purposes only and they may not necessarily follow Financial Reporting Standard No. 29 issued by the New Zealand Institute of Chartered Accountants. Accordingly the financial projections may not be appropriate for any other purpose.

Achievement of the financial projections is dependent upon future events of which the outcomes are uncertain. The actual results may therefore vary significantly from the attached financial projections and no warranty of accuracy or reliability can be given.

We have no responsibility to update this report for events and circumstances which happen after the date of this report.

Responsibilities

The Board is solely responsible for the information contained in the financial projections and has determined that the assumptions adopted and financial reporting framework used are appropriate to meet their needs and the purpose that the financial projections were prepared.

The financial projections were prepared exclusively for the Boards benefit and we do not accept responsibility to any other person for the contents in them.

No audit or review engagement undertaken

Our procedures use accounting expertise to undertake the compilation of the financial projections from information provided to us by the Board. They do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

Disclaimer of liability

The financial projections have been compiled for the purposes of the client only, at their request, and neither we nor any of our employees accept any responsibility of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on the compiled financial information.



BDO Manawatu Limited
Chartered Accountants and Advisers
32 Amesbury Street
Palmerston North 4410
20 February 2023

Regent Theatre Trust Board
Statement of Financial Performance
For the year ended 30 June 2023 to 30 June 2026

| | Actual 2021-22 | Budget 2022-23 | Projected 2023-24 | Projected 2024-25 | Projected 2025-26 |
|---|----------------|----------------|-------------------|-------------------|-------------------|
| TRADING ACCOUNT | | | | | |
| Theatre Operations and Recoveries | 179,005 | 389,800 | 412,980 | 421,240 | 429,664 |
| Regent on Broadway Promotions | - | 85,000 | 85,000 | 86,700 | 88,434 |
| Event Ticketing Centre | 26,029 | 65,000 | 66,300 | 67,626 | 68,979 |
| Palmerston North City Council Funding | 401,712 | 243,079 | 245,509 | 250,419 | 255,428 |
| Donations and grants received for capital expenditure | 27,172 | 86,250 | 90,000 | 91,800 | 93,636 |
| Donations from Friends of the Regent | - | - | - | - | - |
| Government subsidy | 69,452 | - | - | - | - |
| Total Trading Income | 703,370 | 869,129 | 899,789 | 917,785 | 936,140 |
| Gross Income | 703,370 | 869,129 | 899,789 | 917,785 | 936,140 |
| Add Other Income | | | | | |
| Interest Received | 1,768 | 2,000 | 7,020 | 7,160 | 7,304 |
| Total Other Income | 1,768 | 2,000 | 7,020 | 7,160 | 7,304 |
| | 705,138 | 871,129 | 906,809 | 924,945 | 943,444 |
| LESS EXPENSES | | | | | |
| Theatre Operations | 189,949 | 218,425 | 237,885 | 242,643 | 247,496 |
| Employee related expenses | 415,075 | 509,240 | 535,500 | 546,210 | 557,134 |
| Regent on Broadway promotions | - | 57,570 | 75,000 | 76,500 | 78,030 |
| Event Ticketing Centre | 8,163 | 10,401 | 10,000 | 10,200 | 10,404 |
| | 613,187 | 795,636 | 858,385 | 875,553 | 893,064 |
| Surplus/(deficit) before depreciation | 91,951 | 75,493 | 48,424 | 49,392 | 50,380 |
| Less Depreciation | 84,447 | 67,768 | 67,992 | 68,372 | 68,899 |
| Surplus/(deficit) from trading | 7,504 | 7,725 | (19,568) | (18,980) | (18,518) |
| Taxation | - | - | - | - | - |
| Net Surplus/(deficit) after tax | 7,504 | 7,725 | (19,568) | (18,980) | (18,518) |

ACCOUNTANTS REPORT

This Statement has been prepared by us for the above client from records, information and instructions furnished by our client.
As our instructions did not include an Audit, we have not audited the statement and therefore neither we nor any of our employees accept any responsibility for the accuracy of the material supplied from which the accounts have been prepared.
Further, the Statement has been prepared at the request of and for the purpose of our client and neither we nor any of our employees accept any responsibility on any ground whatever to any person.

RegentTheatre Trust Board
Statement of Forecast Cashflows
For the year ended 30 June 2023 to 30 June 2026

| | <u>Actual '2021-22</u> | <u>Budget '2022-23</u> | <u>Projected '2023-24</u> | <u>Projected '2024-25</u> | <u>Projected '2025-26</u> |
|---------------------------------------|------------------------|------------------------|---------------------------|---------------------------|---------------------------|
| <u>OPERATING CASHFLOWS</u> | | | | | |
| <u>CASH INFLOWS</u> | | | | | |
| Income Banked | 835,091 | 999,498 | 1,034,757 | 1,055,452 | 1,076,562 |
| Interest Received | 1,385 | 2,000 | 7,020 | 7,160 | 7,304 |
| | | | | | |
| Total Cashflow Inflows | 836,476 | 1,001,498 | 1,041,777 | 1,062,613 | 1,083,865 |
| <u>CASH OUTFLOWS</u> | | | | | |
| Theatre Operations | 226,338 | 251,189 | 273,568 | 279,039 | 284,620 |
| Employee related expenses | 415,074 | 509,240 | 535,500 | 535,500 | 546,210 |
| Regent on Broadway promotions | - | 66,206 | 86,250 | 87,975 | 89,735 |
| Event Ticketing Centre | 8,163 | 11,961 | 11,500 | 11,730 | 11,730 |
| | | | | | |
| Total Cash Outflows | 649,575 | 838,595 | 906,818 | 914,244 | 932,294 |
| | | | | | |
| Total Operating Cashflows | 186,902 | 162,903 | 134,960 | 148,369 | 151,571 |
| | | | | | |
| <u>NON OPERATING CASHFLOW</u> | | | | | |
| Asset Purchases | 87,016 | 76,188 | 80,500 | 82,570 | 84,681 |
| GST Paid IRD | (56,219) | 64,560 | 100,102 | 77,253 | 78,738 |
| | | | | | |
| Total Non Operating Cashflows | 30,797 | 140,748 | 180,602 | 159,823 | 163,419 |
| | | | | | |
| <u>CHEQUE BANK ACCOUNT</u> | | | | | |
| Opening Balance | 185,351 | 341,456 | 363,611 | 317,968 | 306,514 |
| Savings and Investments Income | - | - | - | - | - |
| Add Operating surplus / (deficit) | 186,902 | 162,903 | 134,960 | 148,369 | 151,571 |
| Add Non-operating surplus / (deficit) | (30,797) | (140,748) | (180,602) | (159,823) | (163,419) |
| | | | | | |
| Closing Balance | 341,456 | 363,611 | 317,968 | 306,514 | 294,666 |

ACCOUNTANTS REPORT

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Further, the Statement has been prepared at the request of and for the purpose of our client and neither we nor any of our employees accept any responsibility on any ground whatever to any person.

RegentTheatre Trust Board
Statement of Financial Position
For the year ended 30 June 2023 to 30 June 2026

| | Actual '2021-22 | Budget '2022-23 | Projected '2023-24 | Projected '2024-25 | Projected '2025-26 |
|--------------------------------|-----------------|-----------------|--------------------|--------------------|--------------------|
| CURRENT ASSETS | | | | | |
| Bank Trading Accounts | 341,456 | 363,611 | 317,968 | 306,514 | 294,666 |
| Accounts receivable | 17,688 | 17,688 | 17,688 | 17,688 | 17,688 |
| Prepayments | 5,939 | 5,939 | 5,939 | 5,939 | 5,939 |
| | 365,083 | 387,238 | 341,595 | 330,141 | 318,293 |
| INVESTMENTS | 186,532 | 186,532 | 186,532 | 186,532 | 186,532 |
| FIXED ASSETS | 611,433 | 609,915 | 611,924 | 615,351 | 620,088 |
| TOTAL ASSETS | 1,163,048 | 1,183,685 | 1,140,051 | 1,132,024 | 1,124,913 |
| CURRENT LIABILITIES | | | | | |
| GST balance | 23,827 | 36,739 | 12,673 | 12,916 | 13,164 |
| Accounts payable | 96,585 | 96,585 | 96,585 | 107,295 | 118,454 |
| Deposits in advance | 150,722 | 150,722 | 150,722 | 150,722 | 150,722 |
| | 271,134 | 284,046 | 259,980 | 270,933 | 282,340 |
| TOTAL LIABILITIES | 271,134 | 284,046 | 259,980 | 270,933 | 282,340 |
| NET ASSETS | 891,914 | 899,639 | 880,071 | 861,091 | 842,573 |
| Equity | | | | | |
| Opening balance | 884,410 | 891,914 | 899,639 | 880,071 | 861,091 |
| Income for the year | 7,504 | 7,725 | (19,568) | (18,980) | (18,518) |
| TOTAL SHAREHOLDER FUNDS | 891,914 | 899,639 | 880,071 | 861,091 | 842,573 |

ACCOUNTANTS REPORT

This Statement has been prepared by us for the above client from records, information and instructions furnished by our client.
As our instructions did not include an Audit, we have not audited the statement and therefore neither we nor any of our employees accept any responsibility for the accuracy of the material supplied from which the accounts have been prepared.
Further, the Statement has been prepared at the request of and for the purpose of our client and neither we nor any of our employees accept any responsibility on any ground whatever to any person.

MEMORANDUM

TO: Culture & Sport Committee

MEETING DATE: 28 June 2023

TITLE: The Globe Theatre Trust - Final Statement of Intent 2023-2026

PRESENTED BY: Sarah Claridge, Democracy & Governance Advisor

APPROVED BY: Donna Baker, Acting Chief Executive Unit Manager

RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Committee agree the final Statement of Intent 2023-2026 (Attachment 1) submitted by the Globe Theatre Trust Board.

1. ISSUE

- 1.1 The Statement of Intent (SOI) sets out the objectives and activities of the Globe Theatre Trust (the Globe) for the next three years. It serves as a basis for accountability to the Council, as the shareholder, and provides an opportunity for the Council to influence the Globe's direction. The requirements for the SOI are set out in Schedule 8 of the Local Government Act 2002 (LGA).
- 1.2 The purpose of this report is for the Committee to fulfil the requirement under s65(2) of the LGA to agree the final SOI, or if it does not agree, to require the SOI to be modified as set out in clause 6, Schedule 8 of the LGA.
- 1.3 The LGA requires a Council Controlled Organisation (CCO) Board to deliver the final SOI to the shareholder by 30 June. The Globe Theatre Trust has met that requirement.
- 1.4 Under the LGA, Council has the power to modify an SOI to ensure it adequately reflects strategic priorities if it considers that is necessary.

2. BACKGROUND

- 2.1 The Globe is a CCO, which was set up to independently manage the Globe Theatre. A CCO is an organisation in which Council has the right to appoint at least fifty percent of the trustees and must work towards Council's objectives on its behalf.
- 2.2 The Culture & Sport Committee received the Globe's draft SOI at its meeting on 19 April 2023 and made recommendations for the Globe Theatre Trust Board to consider when developing its final SOI (see Table 1).

- 2.3 The Trust Board also requested an additional \$50,000 to its annual operating grant, to employ more support staff. This request was considered and approved by Council during the deliberation of the draft Annual Budget 2023/24. The financials of the SOI have been updated to include the increased operating grant.
- 2.4 The Globe Theatre Trust Board has considered the Council's comments on the draft SOI and made changes in response, as summarised in Table 1.
- 2.5 Overall Officers are content with the strategic direction, and the ambitious and varied list of actions the Globe has outlined in their SOI 2023-26.

Table 1: Comparison of Council comments with the Globe's final SOI 2023-26

| Committee's requests for changes to draft SOI 2023-2026 | Is it dealt with in the SOI? |
|---|--|
| <p>ECONOMIC/ SOCIAL IMPACT REPORTING</p> <p>Work with Council Officers to progress through the CCO Chairs and Managers Steering Group.</p> <p>Recommendation</p> <p>Add an objective to collate data on the economic/ social impact of the Globe.</p> | <p>Partially - Not mentioned as an objective/ action but included in the foreword as an activity to be investigated with Council Officers.</p> <p><u>Officer comment</u></p> <p>Council Officers will be looking to progress this action with the cultural CCOs in 2023.</p> |
| <p>PERFORMANCE MEASURE</p> <p>The international/national events target (17) for 2023-2026 is a little low, since the Globe has already achieved 16 in the first six months of 2022/23.</p> <p>Officers to work with the Globe to explore a stretch target for events for next year.</p> <p>Recommendation</p> <p>Revise the annual target for national/ international events.</p> | <p>Yes, target has been revised to 23 events for 2023/24, with incremental increases for the following years.</p> |
| <p>PERFORMANCE MEASURE</p> <p>Recommendation</p> <p>That new performance measures about how the Globe honours and implements Te Tiriti o Waitangi partnership, and how the Globe is engaging with, and enabling participation by the city's under-represented communities, be considered.</p> | <p>Yes - The Trust Board has considered this recommendation. Whilst the Board has not created a performance measure for this SOI, it has added commentary around the work which is underway.</p> <p>The foreword discusses:</p> <p>1) the diversity of events hosted by the Globe,</p> |

| | |
|---|--|
| | <p>2) Trust Board has begun engagement with Rangitāne o Manawatū, and</p> <p>3) Creating a brochure to engage local community groups not currently using the theatre.</p> <p>Actions under objective 2 on page 8 outline (1) undertaking community outreach and (2) “working with community hirers to support them to showcase their cultural and performing arts heritage”.</p> |
| <p>INCREASE IN OPERATING GRANT</p> <p>That the operating grant be increased by \$50,000 per annum – agreed by Council in May 2023.</p> | <p>The Globe has included the additional \$50,000 into its operating grant for 2023/24 (page 14).</p> |

3. NEXT STEPS


- 3.1 The Globe's Annual Report 2022-23 is due to Council Officers on 30 September 2023 and will be presented to the Culture & Sport Committee in November 2023.

4. COMPLIANCE AND ADMINISTRATION

| | |
|---|------------|
| Does the Committee have delegated authority to decide? | Yes |
| Are the decisions significant? | No |
| If they are significant do they affect land or a body of water? | No |
| Can this decision only be made through a 10 Year Plan? | No |
| Does this decision require consultation through the Special Consultative procedure? | No |
| Is there funding in the current Annual Plan for these actions? | Yes |
| Are the recommendations inconsistent with any of Council's policies or plans? | No |
| The recommendations contribute to Goal 2: A Creative and Exciting City | |
| The recommendations contribute to the outcomes of the Creative and Liveable Strategy | |
| The recommendations contribute to the achievement of action/actions in the Arts and Heritage Plan | |
| The action is: to support CCOs to achieve the objectives of the Arts and Heritage Plan | |

| | |
|--|---|
| Contribution to strategic direction and to social, economic, environmental and cultural well-being | Agreeing the final Statement of Intent is a mechanism for the Committee to provide strategic guidance and direction to the CCO and meets Council's responsibility to monitor the CCO under the LGA. |
|--|---|

ATTACHMENTS

1. Globe Theatre Trust Board_ Statement of Intent 2023-26 [↓](#) 



address: PO Box 132, 132 Main Street
Palmerston North
website: www.globetheatre.co.nz
email: info@theglobe.co.nz
phone: 06 351 4409

Globe Theatre Trust Statement of Intent For the three years to 30 June 2026

Version: V11

Date: 31/05/2023

Prepared by: Globe Theatre Trust Board

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Trust Details as at 30 June 2023

| | |
|-----------------------------|---|
| Nature of Business | Theatre |
| Establishment Date | 15 April 2002 |
| Trustees | J Adams (Chairperson) R Harris C Wilson N Cross R Sheppard |
| Treasurer | N Cross |
| Secretary | C Wilson |
| Theatre Manager | G Keating |
| Address | 312 Main Street PO Box 132 Palmerston North |
| Telephone | (06) 351 4409 |
| Website | www.globetheatre.co.nz |
| Email | info@globetheatre.co.nz |
| Bankers | Bank of New Zealand |
| Accountants | AboutTime Accounting Services Ltd |
| Solicitors | Cooper Rapley |
| Registered Office | C/ Palmerston North City Council Civic Administration Building The Square Palmerston North |
| Incorporation Number | 1206039 |
| Charity Registration Number | CC28111 |
| Inland Revenue Number | 43-006-495 |

Foreword

The Globe Theatre Trust Board is pleased to present its Statement of Intent for the three-year period from July 2023 to June 2026. The “COVID Years” are hopefully behind us and we can look forward with great anticipation and excitement as we welcome the large number of shows and events looking to get back on stage.

We acknowledge the devastating impact COVID had on the arts community from 2020 to 2022. But we also acknowledge the immense work of the theatre during this time. The fact that the theatre was able to operate, under the various restrictions, bears testament to the board and staff. Our Performance Measuring figures were revised in May 2023, to take in to account the “cost of living crisis”. It has become evident to theatre management that during the first quarter of 2023, audience figures were down on what was expected. Research with theatre users has shown that patrons are experiencing tough times financially and this has had a negative impact on their ability to attend shows. Going forward, we have adopted a conservative 10% increase in our performance measures.

As of May 31st, 2023, the theatre had 87% of usage and 74% of performances from community groups (including the Globe Theatre MOU groups). This aligns very nicely with our Strategic Priority 2: Support the local performing arts community to showcase their diverse talents at the Globe and working to ensure our users represent the diversity of the Palmerston North community.

As of May 31st, 2023, the theatre hosted 266 performances. Of those performances, 145 were Community-Led performances with a specific benefit to communities listed in the PNCC Support and Funding Policy 2022, Section 7. The theatre is also an active participant in the Palmy Companion Card scheme and promotes equality of access for people with impairments who may need additional attendant companion support.

The theatre had 32 new hirers for the year and 30 Collaborated Events (Performer/Venue Splits). These collaborated events are widely used by touring groups who appreciate the partnership which helps take the pressure of selling a certain number of seats just to cover the venue hire. This all adds to making Palmerston North an exciting and vibrant city.

The board is happy with the range and diversity of events at the theatre. The Globe Theatre is known throughout New Zealand as a very welcoming theatre. This is evident from the responses to the Hirer Surveys we send out each year and from conversations with hirers while they are at the theatre.

We are engaged with Rangitāne and are confident of very positive outcomes in the near future.

Looking ahead to 2023/2024, the theatre will create a promotional brochure and engage with local community groups who are currently not using the theatre. While the theatre might not be suitable for their events, our goal is to make the theatre known to these groups and work closely with them should they wish to investigate using the theatre in any way. While we are known as a theatre, past usages have shown that we are very well equipped for workshops, presentations, meetings, and similar types of gatherings.

The board recognises the need to collate data on the economic/social impact of the Globe Theatre and will investigate, with council officers/outside agencies, the best way to collect and present this data.

| | Theatre | | | | |
|----------------|---------------|--------------|----------|-------------------------|--------------|
| | Theatre Usage | Performances | Audience | Participants/Performers | Hours of Use |
| As of May 2023 | 494 | 260 | 20,000 | 3,335 | 2,763 |
| 2021/22 | 478 | 207 | 14,657 | 1,785 | 1,966 |
| 2020/21 | 534 | 285 | 23,225 | 3,351 | 2,207 |
| 2019/20 | 533 | 221 | 15,393 | 2,801 | 1,988 |
| 2018/19 | 680 | 253 | 21,409 | 1,843 | 2,544 |

As a Community Theatre, the board and management continue to focus on 'core business'.

1. Memorandum Of Understanding Groups – 12 local organisations/performing groups view the Globe Theatre as their home. With regular shows & events taking place, these groups form the backbone of the theatre and provided 30% of theatre usage and 48% of theatre performances during the 2021/22 year.
2. Community Groups – Other local and national community groups use the theatre on a regular basis or when they require a Palmerston North/Manawatu venue. During the 2021/22 year, Community Groups provided 37% of theatre usage and 28% of theatre performances
3. Professional Groups – Management continues to maintain and enhance the theatre's current network of professional groups. Our state of the art theatre gives professional groups confidence that their shows and events will be well catered for. Professional groups provided 31% of theatre usage and 24% of theatre performances during the 2021/22 year.

The Globe Theatre Trust Board met in January 2023 to review the current 10 Year Strategic Plan. While some small changes were made to the strategic plan, the board is content that the theatre is operating in accordance with the Theatre Trust Deed and is meeting the Board's vision for the theatre.

Strategic Statement – To be the centre for the performing arts community in Palmerston North

The Globe Theatre's Strategic Statement contributes to the Palmerston North City Council's Arts Plan and the council's vision of "Small City Benefits, Big City Ambition".

The theatre currently has Memorandum Of Understanding (MOU) agreements with 12 local community groups that use the theatre on a regular basis. These MOU agreements contribute to the Arts Plan Priorities 1, 3, 4 & 5. As these relationships continue to flourish, the Globe Theatre will continue to support the increase in arts participation and attendance rates of Palmerston North city residents. As our usages and performances continue to grow, this will support the council's desire to increase patronage of council-owned cultural facilities. This increase will enable residents to see the value in our cultural facilities.

The theatre also plays host to many national and international performers and through the dedicated work of the past 7 years, is now recognised as a "welcoming theatre to perform in" for many performing and promotional businesses and organisations. The ability to provide a first rate, first class, performing facility fits nicely with the council's goal of a Creative and Exciting City.

Globe Theatre Trust Board
May 2023

Purpose of the Statement of Intent

This Statement of Intent is presented by The Globe Theatre Trust in accordance with the requirements of s 64(1) of the Local Government Act 2002.

In accordance with the Local Government Act 2002, this annual Statement of Intent (SOI) publicly states the activities and intention of The Globe Theatre Trust for the next three years, and the objectives to which those activities will contribute.

This SOI takes shareholder comments into consideration and includes performance measures and targets as the basis of organisational accountability.

About the Globe Theatre Trust

GOVERNANCE STATEMENTS

The Globe Theatre Trust is established and governed by the Globe Theatre Trust Deed, available on request from the contact officer.

Objectives of Globe Theatre Trust Deed

The objectives of the Trust Deed provide the framework for the Trust to control, develop, promote, enhance, and maintain the Globe Theatre so that it may be used and enjoyed by the inhabitants of the Manawatu area including:

- (i) Securing the future of the Globe Theatre.
- (ii) Preparing, in consultation with the Council, a Strategic Plan and an Annual Plan for attaining these objectives.
- (iii) Acknowledging the Globe Theatre as the home of the Manawatu Theatre Society.
- (iv) Ensuring the Globe Theatre remains accessible to the community (both physically and financially).
- (v) Fostering a sense of community by encouraging youth, assisting amateurs, and promoting participation.

The primary objective of the Trust is to promote the performing arts within Palmerston North by catering for a variety of local and touring arts and cultural events such as drama, comedy, musical theatre, dance and musical recitals, public artistic competitions, conferences, and seminars, rather than making a financial return.

Structure and governance

The Board of up to seven Trustees (five appointed by Palmerston North City Council and up to two co-opted Trustees) is responsible for the strategic direction and control of The Globe Theatre Trust's activities. The Board guides and monitors the business and affairs of the Trust, in accordance with the Trustee Act 1956, the Local Government Act 2002, the Trust Deed and this Statement of Intent. The Board's approach to governance is to adopt "good practice" with respect to:

- (i) the operation and performance of the Board, including being a good employer.
- (ii) managing the relationship with the Theatre Manager.
- (iii) being accountable to the community and reporting to the Palmerston North City Council.
- (iv) reflecting the diversity of Palmerston North.

The Theatre Manager is responsible for the day-to-day operations of the Globe Theatre, engaging and oversight of staff/volunteers and reporting to the Trustees on performance against The Trust's objectives.

STRATEGIC STATEMENT

“To be the centre for the performing arts community in Palmerston North.”

VALUES

Integrity

Excellence

Respect

Teamwork

Collaboration

Contribution to Small City Benefits, Big City Ambition

Palmerston North is the heart of the Manawātū region within central New Zealand - a small city with a lot to offer, and ambitious about where it is going. The City Council vision is Palmerston North: Small city benefits, big city ambition.

Council has identified five strategic goals for achieving this vision and the Globe Theatre Trust contributes primarily to Goal 2: A creative and exciting city. Council has developed five priorities for Goal 2: A creative and exciting city. The Globe Theatre Trust contributes primarily to Priority 3: Be a creative city that nurtures and celebrates the arts, and to a lesser but still significant extent, Priority 4: Develop a national reputation as an exciting city with plenty to do at night and on weekends.

The Globe Theatre Trust also has a part to play in Goal 4: An eco-city, particularly in Priority 2 to work with Council to reduce carbon emissions.

The Globe Theatre Trust believes that its contribution to the Council’s vision, strategic goals and underpinning strategies can be realized as it works towards its vision to deliver a dynamic, bustling, vibrant centre for the performing arts community in Palmerston North.

The Globe Theatre Trust’s Strategic Objectives

The Trust Board has identified three strategic objectives which describe the change that it will endeavour to bring about to support the Council in developing Palmerston North as a creative and exciting city with a national reputation for creativity and the arts.

Firstly, it will ensure that there are more, and more visible, arts and activities at the Globe that contribute to the Council’s aspirations as a creative and exciting city.

Secondly, it will support the local performing arts community to showcase their diverse talents at the Globe.

Thirdly, it will maintain and develop facilities that enable our communities to produce and enjoy the very best performing arts that can be offered, ensuring that the Globe remains a cutting edge, visible and resilient cultural institution/facility. In addition, the Board will encourage and support Council, as asset manager, to ensure that these developments incorporate incremental sustainability and environmental improvements to contribute to the reduction in CO² emissions.

Nature and scope of activities of the Trust Board – what we do

To achieve its objectives, the Trust Board aims to:

1. Increase the number of events that take place at the Globe Theatre and the number of people who are involved in these events (actively organising or participating in a performance or performing art).

This will entail:

- Providing a seamless, customer-focused hire service that is responsive to the needs of hirers and is enabling and supportive.
- Ensuring that there are friendly, helpful, and knowledgeable staff/volunteers who can support our hirers in delivering a successful event, whether it is negotiating an appropriate contract, advising on promotion, securing front of house/ushering volunteers, or providing technical support.
- Encouraging national and international visiting productions and artists to perform at the venue.

2. Maximize the use of the venues by local community performing arts groups and events and to represent the diversity of the Palmerston North community.

This will entail:

- Undertaking community outreach and collaborating with other agencies and organisations to demonstrate how the Globe may contribute to their aspirations to showcase and develop their cultural heritage.
- Working particularly with community hirers to support them to showcase their cultural and performing arts heritage, ensuring that the venues are available and accessible for them and encouraging them to become regular users of the theatres.

3. Maintain the fixtures, fittings, and theatre equipment to ensure it continues to offer a professional experience to all its clients/customers/users.

This will entail:

- Working with the local performing arts community to identify future needs and advancing technologies to support developing performing arts practice.
- Working closely with PNCC as the building owner, local suppliers with theatre specialisms and local philanthropic organisations which contribute necessary funding.
- Encouraging and supporting PNCC as the building owner, working closely with local suppliers with theatre specialisms and local philanthropic organisations, to incorporate low carbon choices.

Performance Measures

DEFINITIONS

USER GROUPS

MOU Group – has an MOU arrangement with the Globe Theatre. May or may not be performance based

Community Group – the hirer is a community organisation. May or may not be performance based

Professional Group – the hirer is a professional performing arts practitioner, a private individual or a commercial company. May or may not be performance based

USAGE AND PERFORMANCE

Usage – A space in the theatre is set aside for a specific event, activity, or exclusive use by a hirer

Performance – The “usage” involves an audience of any description

USAGE DEFINITIONS:

Theatre – a dramatic performance on stage to an audience, open to the public, may be ticketed or not, or a rehearsal towards a performance in front of an audience

Dance – a dance performance on stage to an audience, open to the public, may be ticketed or not, or a rehearsal towards a performance in front of an audience

Music – a musical performance on stage to an audience, open to the public, may be ticketed or not, or a rehearsal towards a performance in front of an audience

Comedy – a comedy performance on stage to an audience, open to the public, may be ticketed or not, or a rehearsal towards a performance in front of an audience

Film – a film shown to an audience, open to the public, may be ticketed or not

Conference – a workshop, presentation, etc. to an audience, may be private or open to the public, may be ticketed or not

Other – none of the above. May include weddings, birthdays, meetings, etc.

HOURS OF USE BY HIRERS

Approximate length of each usage from pack in to pack out (does not include box office or café opening hours)

NO. OF DISCREET PARTICIPANTS

People taking part in multiple “usages” for a single event are counted only once. For example, a play that is rehearsed at the Globe and shown at the Globe with ten participants is only counted as ten participants although each rehearsal and performance is a separate hire or “usage”

NO. OF VISITORS/AUDIENCE MEMBERS

People participating at the Globe as an audience member/attending an event but not as an organiser or performer. For example, someone who has been to multiple events at the Globe as an audience member would be counted for each event they attend. It does not include people visiting the box office or café.

Strategic priorities and performance monitoring for 2023/24, 2024/25, 2025/26

| Strategic Priority 1: Ensure that there are more, and more visible, arts and activities at the Globe that contribute to the Council's aspirations for Palmerston North to be a creative and exciting city. | | | | | |
|--|--------------|---------------------|---------|---------|---------|
| Performance Measures | Actual | | Target | | |
| | 2021/22 | at 31 December 2022 | 2023/24 | 2024/25 | 2025/26 |
| Number of usages | 478 | 314 | 526 | 579 | 637 |
| Number of performances | 207 | 178 | 228 | 251 | 276 |
| Hours of Use by Hirers | 1,966 | 1,674 | 2,163 | 2,379 | 2,617 |
| No. of discreet participants | 1,785 | 1,885 | 1,963 | 2,159 | 2,375 |
| No. of audience members | 14,657 | 14,693 | 16,123 | 17,735 | 19,509 |
| Number of national/international visiting productions performing at the theatre | 21 | 16 | 23 | 25 | 28 |
| Number of collaborated performances (box office splits) | Not measured | 15 | 20 | 22 | 24 |

| Strategic Priority 2: Support the local performing arts community to showcase their diverse talents at the Globe and working to ensure our users represent the diversity of the Palmerston North community. | | | | | |
|---|---------|---------------------|---------|---------|---------|
| Performance Measures | Actual | | Target | | |
| | 2021/22 | at 31 December 2022 | 2023/24 | 2024/25 | 2025/26 |
| % of total theatre usage attributed to MOU group | 30% | 48% | 30% | 30% | 30% |
| % of total theatre usage attributed to Community group | 38% | 40% | 40% | 40% | 40% |

| Strategic Priority 3: Maintain and develop facilities that enable our communities to produce and enjoy the very best performing arts that can be offered, ensuring that the Globe remains a cutting edge, visible and resilient cultural institution/facility. | | | | | |
|--|------------------------------------|-------------------------------------|----------------------------------|--|--|
| Performance measure | Actual | | Target | | |
| | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 |
| Carry out capital development programme | Globe 1: New backstage roller door | Investigate digital signage options | Upgrade pulley system in Globe 1 | Upgrade seating in Globe 2 | Upgrade Rehearsal Room |
| Contribution to environmental sustainability | New measure for 2022/23 | All Globe stage lighting to be LED | All theatre lighting to be LED | Investigate solar panels on theatre roof | Investigate more efficient heating and cooling of theatre spaces |

How we operate

The team at the Globe Theatre are a passionate group of people driven to grow and develop the performing arts in the city and wider region. We recognise, and take responsibility for, our role in contributing to the common vision to develop the city into a creative and exciting city with a national reputation for arts and creativity. We will work to:

- Increase the culture of supporting performing arts events from the local community (residents and businesses) to grow the sector.
- Collaborate with all cultural organisations to support each other's contribution towards the common vision.
- Liaise effectively with a City Council committed to and contributing to the common vision.
- Participate in decision-making – governance and operational – that is co-creational building trust and capacity within and between each collaboration partner.

In keeping with best management practice, the Globe Theatre Trust aims to operate efficiently and effectively, reducing any adverse impacts on the natural and built environment. The Theatre management will work towards zero waste in its operations and in developing technologies and processes which reduce the carbon footprint of the theatre's day-to-day operations.

As a future-focused organisation, we aim to promote the social and cultural well-being of our communities through participation in the arts. The Trust regularly reviews its internal processes, seeking continuous improvement to deliver value for money to the shareholders and the ratepayer. As a Council Controlled Organisation (CCO), the Trust is also aware that much of its funding is derived from public monies and therefore all expenditure should be subject to a standard of probity and financial prudence that is to be expected of a CCO and be able to withstand public scrutiny. The Trust recognises the principles of the Treaty of Waitangi and acknowledges the importance of partnering with local Iwi and recognition of Tāngata Whenua in the region.

The Trust is committed to the health and safety of all workers, volunteers, visitors, and the public across its premises by undertaking all measures reasonably practicable to provide a safe working environment. The Trust believes that creating and maintaining a healthy work environment is a shared, co-operative venture, where employees, volunteers and employers have roles and responsibilities, including the maintenance of a balance between work and non-work activities. As such, the Trust will ensure it meets its obligations with respect to New Zealand laws and regulations and will undertake annual reviews based on established best practice guidelines.

Working together

HALF-YEARLY REPORT

By the end of February each year, The Globe Theatre Trust will provide the Council with a half-yearly report complying with s66 of the Local Government Act 2002. The report will include the following information:

- Theatre Manager's commentary on operations for the relevant six-month period.
- Comparison of The Globe Theatre Trust's performance to the objectives and performance targets set out in the SOI, with an explanation of any material variances.
- Un-audited half-yearly financial statements incorporating a statement of financial performance, statement of financial position, statement of changes in equity and statement of cashflows.

ANNUAL REPORT

By 30 September each year, The Globe Theatre Trust will provide the Council with an annual report complying with ss 67–69 of the Local Government Act 2002. Financial statements and audit clearance will be provided in early August to ensure timely availability of PNCC's annual report.

The annual report will contain the information necessary to enable an informed assessment of the operations of The Globe Theatre Trust, and will include the following information:

- Commentary on operations for the year.
- Comparison of The Globe Theatre Trust's performance to the objectives and performance targets set out in the SOI, with an explanation of any material variances.
- Financial statements incorporating a statement of financial performance, statement of financial position, statement of changes in equity, statement of cashflows, statement of accounting policies and notes to the accounts.
- Auditor's report on the financial statements and the performance targets.
- Any other information that the Trustees consider appropriate.

This Statement of Intent was approved by the Globe Theatre Trust Board on 29th May 2023.

Signed:

John Adams, Chairperson, Globe Theatre Trust Board

Forecast financial statements

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEARS ENDED 30 JUNE 2024, 2025 & 2026

| | Actual 2022 | Forecast 2023 | Indicative 2024 | Indicative 2025 | Indicative 2026 |
|---|----------------|------------------|--------------------|--------------------|--------------------|
| Revenue | | | | | |
| Donations, fundraising and other similar income | 5,367 | 100,000 | 15,000 | 15,000 | 15,000 |
| COVID-19 Wage Subsidy | 28,301 | 0 | 0 | 0 | 0 |
| Council funding | 118,075 | 119,257 | 170,450 | 172,154 | 173,876 |
| Investment income | 764 | 3,642 | 3,600 | 3,600 | 3,600 |
| Sales of Goods and Services | 114,309 | 229,700 | 200,000 | 200,000 | 200,000 |
| Total Revenue | 266,816 | 452,599 | 389,050 | 390,754 | 392,476 |
| Expenditure | | | | | |
| Costs related to providing goods and services | 33,888 | 49,946 | 50,446 | 50,950 | 51,460 |
| Administration and Overhead Costs | 27,416 | 36,650 | 37,016 | 37,386 | 37,760 |
| Employee, Trustee and Contractor Costs | 132,480 | 155,170 | 206,722 | 208,789 | 210,877 |
| Other Expenses | 34,488 | 33,111 | 33,442 | 33,777 | 34,114 |
| Asset Write offs | 0 | 0 | 0 | 0 | 0 |
| Depreciation | 58,572 | 60,000 | 50,000 | 50,000 | 50,000 |
| Total Expenditure | 286,844 | 334,877 | 377,626 | 380,902 | 384,211 |
| Net surplus/(Deficit) | -20,028 | 117,722 | 11,424 | 9,852 | 8,264 |

Note 1: Funding for capital additions and renewals is recorded as income whilst the corresponding expenditure is recorded as an increase in assets. Large capital programmes are reflected in the Net surplus in those years and consequently (through increased depreciation) as a net deficit in the 2023, 2024 and 2025 financial years. The Globe Theatre Trust has traditionally not funded depreciation but is moving towards partially funding depreciation through this SOI period.

STATEMENT OF FINANCIAL POSITION FOR THE YEARS ENDED 30 JUNE 2024, 2025 & 2026

| | Actual 2022 | Forecast 2023 | Indicative 2024 | Indicative 2025 | Indicative 2026 |
|---------------------------|----------------|------------------|--------------------|--------------------|--------------------|
| Assets | | | | | |
| Bank | | | | | |
| Cash and Cash Equivalents | 206,544 | 334,232 | 384,107 | 437,411 | 495,408 |
| Total Bank | 206,544 | 334,232 | 384,107 | 437,411 | 495,408 |
| Current Assets | | | | | |
| Accounts Receivable | 4,569 | 4,000 | 4,000 | 4,000 | 4,000 |
| Provision for impairment | 0 | 0 | 0 | 0 | 0 |
| Accrued Revenue | 0 | 0 | 0 | 0 | 0 |
| GST Receivable | 0 | 0 | 0 | 0 | 0 |
| Prepayments | 0 | 0 | 0 | 0 | 0 |
| Sundry debtor accruals | 0 | 0 | 0 | 0 | 0 |

| | | | | | |
|--|----------------|----------------|----------------|----------------|----------------|
| Total Current Assets | 211,113 | 338,232 | 388,107 | 441,411 | 499,408 |
| Fixed Assets | | | | | |
| Property, Plant and Equipment | | | | | |
| Value of equipment purchased | 728,518 | 728,518 | 758,518 | 768,518 | 768,518 |
| Less accumulated depreciation | -458,280 | -518,280 | -568,280 | -618,280 | -668,280 |
| New Capital purchase | | 30,000 | 10,000 | 0 | 0 |
| Total Property Plant and Equipment | 270,238 | 240,238 | 200,238 | 150,238 | 100,238 |
| Total Fixed Assets | 270,238 | 240,238 | 200,238 | 150,238 | 100,238 |
| Total Assets | 481,351 | 578,470 | 588,345 | 591,649 | 599,646 |
| Liabilities | | | | | |
| Current Liabilities | | | | | |
| Accounts payable | 8,781 | 7,360 | 7,360 | 7,360 | 7,360 |
| Income in advance | 39,478 | 20,000 | 20,000 | 15,000 | 15,000 |
| Grants in advance | 0 | 0 | 0 | 0 | 0 |
| Accrued Expenses | 9,500 | 9,500 | 9,500 | 9,500 | 9,500 |
| PAYE Payable | 4,479 | 4,500 | 4,500 | 4,500 | 4,500 |
| Unpaid Expense Claim | 0 | 0 | 0 | 0 | 0 |
| GST | 702 | 2,525 | 2,525 | 2,525 | 2,525 |
| Total Creditors & Other Payables | 62,940 | 43,885 | 43,885 | 38,885 | 38,885 |
| Employee Costs Payable | | | | | |
| Holiday pay liability | 9,594 | 9,594 | 9,594 | 9,594 | 9,594 |
| Wages accrual | 1,935 | 1,935 | 1,935 | 1,935 | 1,935 |
| Total Employee Costs Payable | 11,529 | 11,529 | 11,529 | 11,529 | 11,529 |
| Unused Grants/Donations with conditions | | | | | |
| COVID-19 Wage Subsidy Extension | 0 | 0 | 0 | 0 | 0 |
| Grants/Donations | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| Total Unused Grants/Donations with conditions | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 |
| Total Current Liabilities | 75,969 | 56,914 | 56,914 | 51,914 | 51,914 |
| Non-Current Liabilities | | | | | |
| Non-Current Liabilities | 4,911 | 3,363 | 1,815 | 267 | 0 |
| Total Non-Current Liabilities | 4,911 | 3,363 | 1,815 | 267 | 0 |
| Total Liabilities | 80,880 | 60,277 | 58,729 | 52,181 | 51,914 |
| Net Assets | 400,471 | 518,193 | 529,616 | 539,468 | 547,732 |

STATEMENT OF CHANGES IN ACCUMULATED FUNDS FOR THE YEARS ENDED 30 JUNE 2024, 2025 & 2026

| | Actual 2022 | Forecast 2023 | Indicative 2024 | Indicative 2025 | Indicative 2026 |
|------------------------------|----------------|------------------|--------------------|--------------------|--------------------|
| Opening balance as at 1 July | 420,499 | 400,471 | 518,193 | 529,616 | 539,468 |
| Surplus/(Deficit) | -20,028 | 117,722 | 11,424 | 9,852 | 8,264 |
| Balance at 30 June | 400,471 | 518,193 | 529,616 | 539,468 | 547,732 |

STATEMENT OF CASHFLOW FOR THE YEARS ENDED 30 JUNE 2024, 2025 & 2026

| | Actual 2022 | Forecast 2023 | Indicative 2024 | Indicative 2025 | Indicative 2026 |
|---|----------------|------------------|--------------------|--------------------|--------------------|
| Cash Flows from Operating Activities | | | | | |
| Donations and Fundraising | 7,310 | 100,000 | 15,000 | 15,000 | 15,000 |
| Receipts from Council grants | 118,075 | 119,257 | 170,450 | 172,154 | 173,876 |
| Receipts from sale of goods and services | 260,653 | 210,791 | 200,000 | 195,000 | 200,000 |
| COVID-19 Wage Subsidy | 28,301 | 0 | 0 | 0 | 0 |
| Interest Received | 764 | 3,642 | 3,600 | 3,600 | 3,600 |
| Payments to Suppliers & staff | -372,303 | -276,277 | -327,626 | -330,902 | -334,211 |
| Goods and Services Tax (net) | -592 | 1,823 | 0 | 0 | 0 |
| Net Cash Flows from Operating Activities | 42,208 | 159,236 | 61,424 | 54,852 | 58,264 |
| Cash Flows from Investing Activities | | | | | |
| Purchase of Fixed Assets | -21,708 | -30,000 | -10,000 | 0 | 0 |
| Repayment of Non-Current Liabilities | 0 | -1,548 | -1,548 | -1,548 | -267 |
| Net Cash Flow from Investing Activities | -21,708 | -31,548 | -11,548 | -1,548 | -267 |
| Net Increase/(Decrease) in Cash and Cash Equivalents | 20,500 | 127,688 | 49,876 | 53,304 | 57,997 |
| Cash and Cash Equivalents at the start of the Year | 186,044 | 206,544 | 334,232 | 384,107 | 437,411 |
| Cash and Cash Equivalents at the End of the Year | 206,544 | 334,232 | 384,107 | 437,411 | 495,408 |

Summary of significant accounting policies

Changes in Accounting Policies

There have been no changes to accounting policies this year.

GST

The Trust is registered for GST. All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

Sale of Goods

Revenue from the sale of goods is recognised when the goods are sold to the customer.

Sale of Services

Revenue from the sale of services is recognised by reference to the stage of completion of the services delivered at balance date as a percentage of the total services to be provided.

Theatre Hire

Charges for Theatre Hire are recognised when the Theatre is hired to the customer.

Interest Revenue

Interest revenue is recorded as it is earned during the year.

Grants

Grants received from the Palmerston North City Council are the primary source of funding to the Trust and are restricted for the purposes of the Trust meeting its objectives as specified in the Trust's trust deed. Council, government, and non-government grants are recognised as revenue when they are received unless there is an obligation to return the funds if conditions of the grant are not met. If there is such an obligation, the grants are initially recorded as grants received in advance and recognised as revenue when conditions of the grant are satisfied.

Fundraising and Donations

Fundraising and donations are recognised as revenue when cash is received unless the donations have a "use or return" condition attached. If there is such a condition, then the donation is initially recorded as a liability on receipt and recognised as revenue when conditions of the donation are met.

Donated Assets Revenue

Revenue from donated assets is recognised upon receipt of the asset if the asset has a useful life of 12 months or more, and the value of the asset is readily obtainable and significant.

Advertising, Marketing, Administration, Overhead and Fundraising Costs

These are expensed when the related service has been received.

Bank Accounts and Cash

Bank accounts and cash comprise cash on hand, cheque or savings accounts, and deposits held at call with banks. Bank overdrafts are presented as a current liability in the statement of financial position.

Debtors and Other Receivables

Debtors are initially recorded at the amount owed. When it is likely the amount owed (or some portion) will not be collected, a provision for impairment is recognised and the loss is recorded as a bad debt expense.

Investments

Deposits with banks are initially recorded at the amount paid. If it appears that the carrying amount of the investment will not be recovered; it is written down to the expected recoverable amount.

Property, Plant, and Equipment

Property, plant, and equipment is recorded at cost, less accumulated depreciation, and impairment losses.

Donated assets are recognised upon receipt of the asset if the asset has a useful life of 12 months or more, and the current value of the asset is readily obtainable and significant. Significant donated assets for which current values are not readily obtainable are not recognised.

For an asset to be sold, the asset is impaired if the market price for an equivalent asset falls below its carrying amount.

For an asset to be used by the Trust, the asset is impaired if the value to the Trust in using the asset falls below the carrying amount of the asset.

Depreciation

Depreciation is provided on a straight-line basis at rates that will write off the cost of the assets over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

- Theatre Equipment 10 years (10%)
- Computer Equipment 5 years (20%)
- Furniture & Fittings 10 years (10%)

Creditors and Other Payables

Creditors and accrued expenses are measured at the amount owed.

Employee and Contractor Costs

Wages, salaries, and annual leave are recorded as an expense as staff provide services and become entitled to wages, salaries and leave entitlements. Independent contractor costs are also included where at the discretion of management these services could equally have been delivered by an employee.

Performance payments are recorded when the employee has been notified that the payment has been granted.

Superannuation contributions are recorded as an expense as staff provide services.

Employee Costs Payable

A liability for employee costs payable is recognised when an employee has earned the entitlement.

These include salaries and wages accrued up to balance date and annual leave earned but not yet taken at balance date. A liability and expense for long service leave and retirement gratuities is recognised when the entitlement becomes available to the employee.

Provisions

The Trust recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation because of a past event, it is probable that expenditure will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Income Tax

The Trust has been granted Charitable Status by the Inland Revenue Department and therefore is exempt from income tax.

Accumulated Funds

Accumulated Funds are measured through the following components:

- Retained Earnings
- Contributed Capital

Budget Figures

The budget figures are derived from the statement of intent as approved by the Board at the beginning of the financial year. The budget figures have been prepared in accordance with Tier 3 standards, using accounting policies that are consistent with those adopted by the Board in preparing these financial statements.

Tier 2 PBE Accounting Standards applied

The Trust has applied the following Tier 2 Accounting Standards in preparing its financial statements.

Grant Expenditure

Non-discretionary grants are those grants awarded if the grant application meets the specified criteria and are recognised as expenditure when an application that meets the specified criteria for the grant has been received.

Discretionary grants are those grants where the Globe Theatre Trust has no obligation to award on receipt of the grant application and are recognised as expenditure when approved by the Grants Approval Committee and the approval has been communicated to the applicant. The Globe Theatre Trust's grants awarded have no substantive conditions attached.

COMMITTEE WORK SCHEDULE

TO: Culture & Sport Committee

MEETING DATE: 28 June 2023

TITLE: Committee Work Schedule

RECOMMENDATION TO CULTURE & SPORT COMMITTEE

1. That the Culture & Sport Committee receive its Work Schedule dated June 2023.

| COMMITTEE WORK SCHEDULE – JUNE 2023 | | | | | |
|-------------------------------------|-----------------------|---|------------------------------|---|--|
| Item No. | Estimated Report Date | Subject | Officer Responsible | Current Position | Date of Instruction/ Clause number |
| 1. | June 2023 | Annual report from PN Public Sculpture Trust | Assistance Chief Executive | | Council 29 April 2019 Clause 36.4 |
| 2. | June 2023 | Final Statement of Intent 2023-26 – Te Manawa, The Globe and The Regent | Assistant Chief Executive | | Terms of Reference |
| 3. | June 2023 | Feasibility of siting a Chinese Garden within the Victoria Esplanade | Chief Infrastructure Officer | To be included as a site option during the development of the draft proposal for a Chinese Garden, and forwarded to the 2024 LTP process. | Committee of Council 9 June 2021 Clause 28.29-21 |
| 4. | June 2023 | Annual progress report on the development of heritage themes, | Chief Planning Officer | | 10 August 2022 Clause 17.2 |

| | | | | | |
|-----|-----------------------------------|---|------------------------------|--------------|---|
| | | including military heritage, across Council programmes | | | |
| 5. | June 2023 | Report to identify and assess ongoing funding arrangement options for PN Public Sculpture Trust, and options for public input to inform the Trust's planning of type and location of future installations | Chief Customer Officer | | 10 August 2022 Clause 14.2 |
| 6. | June September 2023 | Investigate options to change the City's coat of arms to better reflect its bicultural heritage | Assistant Chief Executive | In progress. | 8 March 2023 Clause 3 |
| 7. | September 2023 | Annual report on Maintenance and Renewal Plans and Budgets for Cultural Facilities | Chief Infrastructure Officer | | 25 June 2018 Clause 19.2 |
| 8. | September 2023 | Play Policy Annual Implementation Monitoring Report | Chief Customer Officer | | 14 April 2021 Clause 12-21 |
| 9. | November 2023 | Annual Report: Sport Manawātū 2022/2023 to Palmerston North City Council | Chief Planning Officer | | Terms of Reference |
| 10. | November 2023 | Aquatic Facilities – Feasibility Study | Chief Planning Officer | | 17 August 2022 Clause 23-22 |

| | | | | | |
|-----|---------------|---|------------------------------|--|---------------------------------------|
| 11. | November 2023 | Annual Report 2022-2023 - Te Manawa, The Globe and The Regent | Assistant Chief Executive | | Terms of Reference |
| 12. | April 2024 | Update on the Artist in Residence Scheme accommodation | Chief Customer Officer | | 10 August 2022 Clause 19 |
| 13. | June 2024 | Development of conservation plan for Caccia Birch House and property, costed and included in the CBH Masterplan programme of work for 2023/24 | Chief Infrastructure Officer | | Council 2 June 2021 Clause 50.5-21 |
| 14. | June 2025 | Review of in-house service delivery of Caccia Birch House | Chief Customer Officer | | Council 2 June 2021 Clause 50.7-21 |

ATTACHMENTS

NIL