



**Notice of the ordinary meeting of the
Community and Recreation Committee
*Te Kōmiti Hapori / Hākinakina***

Date:	Thursday 22 April 2021
Time:	9.00a.m.
Location:	Council Chamber, Civic House 110 Trafalgar Street Nelson

Rārangi take

Chair	Cr Tim Skinner
Deputy Chairs	Cr Yvonne Bowater Cr Trudie Brand
Members	Her Worship the Mayor Rachel Reese Cr Mel Courtney Cr Kate Fulton Cr Judene Edgar Cr Matt Lawrey Cr Brian McGurk Cr Gaile Noonan Cr Rohan O'Neill-Stevens Cr Pete Rainey Cr Rachel Sanson

Quorum: 7

**Pat Dougherty
Chief Executive**

Nelson City Council Disclaimer

Please note that the contents of these Council and Committee Agendas have yet to be considered by Council and officer recommendations may be altered or changed by the Council in the process of making the formal Council decision.

Community and Recreation Committee Delegations

Areas of Responsibility:

- Arts, Culture and Heritage
- Bylaws, within the areas of responsibility
- Cemeteries and Crematorium
- Community Centres and Halls
- Community Development, including youth issues, ageing issues and social well-being
- Community festivals and events, excluding:
 - Events Strategy and Events Fund (matters for Council)
- Founders Heritage Park
- Governance of Nelson City Council Controlled Organisations and Council Organisations, within the areas of responsibility:
 - The Bishop Suter Trust;
 - The Nelson Arts Festival Trust
 - The Nelson Centre of Musical Arts
 - The Nelson Municipal Band Trust
 - The City of Nelson Civic Trust
 - Sport Tasman
- Heritage Houses and their grounds
- Libraries
- Modellers Pond
- Natureland
- Nelson Gondola Project and Koata Park
- Parks and Reserves, aside from
 - Saxton Field (a matter for the Saxton Field Committee)
- Recreation and Leisure Facilities and Services, including swimming pool facilities and Waahi Taakaro Golf Course
- Rural Fire Risk
- Sister City relationships
- Sports Fields, including Trafalgar Park and the Trafalgar Pavilion
- The Trafalgar Centre
- Youth Council

Delegations:

The committee has all of the responsibilities, powers, functions and duties of Council in relation to governance matters within its areas of responsibility, except where they have been retained by Council, or have been referred to other committees, subcommittees or subordinate decision-making bodies.

The exercise of Council's responsibilities, powers, functions and duties in relation to governance matters includes (but is not limited to):

- Monitoring Council's performance for the committee's areas of responsibility, including legislative responsibilities and compliance requirements
- Developing, monitoring and reviewing strategies, policies and plans, with final versions to be recommended to Council for approval
- Developing and approving in principle draft Activity Management Plans, for inclusion in the draft Long Term Plan
- Reviewing and determining whether a bylaw or amendment, revocation or replacement of a bylaw is appropriate
- Undertaking community engagement, including all steps relating to Special Consultative Procedures or other formal consultation processes, other than final approval
- Approving submissions to external bodies or organisations, and on legislation and regulatory proposals
- Approval of increases in fees and charges over the Consumer Price Index (CPI)

Powers to Recommend to Council:

In the following situations the committee may consider matters within the areas of responsibility but make recommendations to Council only (in accordance with sections 5.1.3 - 5.1.5 of the Delegations Register):

- Matters that, under the Local Government Act 2002, the operation of law or other legislation, Council is unable to delegate
- The purchase or disposal of land or property relating to the areas of responsibility, other than in accordance with the Long Term Plan or Annual Plan
- Unbudgeted expenditure relating to the areas of responsibility, not included in the Long Term Plan or Annual Plan
- Decisions regarding significant assets
- Decisions in relation to the Nelson Gondola Project and Koata Park
- Approval of final versions of strategies, policies and plans

1. Apologies

Nil

2. Confirmation of Order of Business

3. Interests

3.1 Updates to the Interests Register

3.2 Identify any conflicts of interest in the agenda

4. Public Forum

5. Confirmation of Minutes

5.1 4 March 2021

7 - 16

Document number M15466

Recommendation

That the Community and Recreation Committee

- 1. Confirms the minutes of the meeting of the Community and Recreation Committee, held on 4 March 2021, as a true and correct record.***

6. Chairperson's Report

17 - 21

Document number R24809

Recommendation

That the Community and Recreation Committee

- 1. Receives the report Chairperson's Report (R24809).***

7. Youth Council Update

6. City For All Ages Strategy update

22 - 26

Document number R24779

Paul Steere, Chair of the City For All Ages Steering Group, will be in attendance to give an update regarding the City For All Ages Strategy.

Recommendation

That the Community and Recreation Committee

- 1. Receives the report City For All Ages Strategy update (R24779) and its attachment (A2617348).***

7. Bishop Suter Trust - Strategic Presentation

Julie Catchpole, Suter Director, Jeff Morris, Suter Commercial Manager, and Trustees of the Bishop Suter Trust will give a strategic presentation on the Bishop Suter Trust.

8. Bishop Suter Trust Half Year Performance Report to 31 December 2020 and Draft Statement of Intent 2021/2026

27 - 86

Document number R22677

Recommendation

That the Community and Recreation Committee

- 1. Receives the report Bishop Suter Trust Half Year Performance Report to 31 December 2020 and Draft Statement of Intent 2021/2026 (R22677) and its attachments (A2583668, A2598483 and A2541536); and***
- 2. Notes the delivery of the Bishop Suter Trust draft Statement of Intent 2021/2026 (A2579562) as required under the Local Government Act 2002; and***
- 3. Provides the following comments and feedback to the Bishop Suter Trust:***
 - a) that the Draft Statement of Intent meets the Committee's expectations; or***
 - b) requests the Board considers... (to determine at the meeting).***

9. Development of Maitai Recreation Hub

87 - 103

Document number R23742

Recommendation

That the Community and Recreation Committee

- 1. Receives the report Development of Maitai Recreation Hub (R23742) and its attachment (A2605194); and***
- 2. Approves the development of the Maitai Recreation Hub at the Waahi Taakaro Golf Course location (Lot 1 DP 10588); and***
- 3. Approves, under section 53 of the Reserves Act, the erection of new structures, setting apart additional car parking and other facilities as necessary or desirable for the use of the reserve and development of the Maitai Recreation Hub.***

CONFIDENTIAL BUSINESS

10. Exclusion of the Public

Recommendation

That the Community and Recreation Committee

- 1. Excludes the public from the following parts of the proceedings of this meeting.***
- 2. 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:***

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
1	Community and Recreation Committee Meeting - Public Excluded Minutes - 4 March 2021	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of	The withholding of the information is necessary: <ul style="list-style-type: none">• Section 7(2)(a) To protect the privacy of natural persons,

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
		information for which good reason exists under section 7.	including that of a deceased person <ul style="list-style-type: none"> • Section 7(2)(g) To maintain legal professional privilege
2	Reappointment of Trustee to the City of Nelson Civic Trust	Section 48(1)(a) The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7	The withholding of the information is necessary: <ul style="list-style-type: none"> • Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person



Minutes of a meeting of the Community and Recreation Committee

Held in the Council Chamber, Civic House, 110 Trafalgar Street, Nelson

On Thursday 4 March 2021, commencing at 9.09a.m.

Present: Her Worship the Mayor R Reese, Councillor T Skinner (Chairperson), Councillors T Brand - via Zoom (Deputy Chairperson), Y Bowater (Deputy Chairperson), M Courtney, J Edgar, K Fulton, M Lawrey, B McGurk, G Noonan, R O'Neill-Stevens and R Sanson

In Attendance: Group Manager Community Services (A White), Governance Adviser (J Brandt) and Governance Support (P Boutle)

Apology: Councillor P Rainey

1. Apologies

Resolved CAR/2021/001

That the Community and Recreation Committee

- 1. Receives and accepts an apology from Councillor P Rainey.***

Courtney/Lawrey

Carried

2. Confirmation of Order of Business

It was noted that due to COVID-19 alert level 2 being in place, Youth Councillors were unable to attend and therefore there would be no Youth Council update.

3. Interests

There were no updates to the Interests Register, and no interests with items on the agenda were declared.

4. Public Forum

There was no public forum.

5. Confirmation of Minutes

5.1 10 December 2020

Document number M15340, agenda pages 8 - 22 refer.

Recommendation

That the Community and Recreation Committee

- 1. Confirms the minutes of the meeting of the Community and Recreation Committee, held on 10 December 2020, as a true and correct record.***

O'Neill-Stevens/Fulton

6. Chairperson's Report

There was no Chairperson's Report.

7. Youth Council Update

There was no Youth Council update.

8. Nelson Centre of Musical Arts - Strategic Presentation

Jan Trayes, Chair, Alex Davidson, Trustee, Alistair Kerr, Trustee, and James Donaldson, Director, of the Nelson Centre of Musical Arts (NCMA) gave a presentation.

Ms Trayes tabled a supporting document (A2586407). She noted that both NCMA and the community had embraced online learning, teaching, and performing in response to COVID-19 restrictions. Mr Davidson gave a verbal update on NCMA's financials. He noted the use of a 5-pillar approach and the introduction of monthly dashboard reporting.

NCMA representatives answered questions about maximising the use of the facility to increase revenue, the appointment of a business manager, and plans to complete the Collingwood Street frontage area.

Attachments

- 1 A2586407 - Nelson Centre of Musical Art - Performance Dashboard Jan-Dec2020

9. Community Investment Fund Update

Document number R19245, agenda pages 23 - 43 refer.

Manager Community Partnerships, Mark Preston-Thomas, presented the report and noted minor proposed changes to the recommendation wording. He answered questions about proposed changes and timings in relation to Activity Management Plans and the Long Term Plan. He

answered questions about the reasons for changes to the Terms of Reference, the composition of the panel and continuity across terms.

Discussion was had about the proposed terms of reference and the resolution wording was amended to reflect the Committee's additional requirements for panel appointment processes and improved wording around the Community Investment Fund priorities.

The meeting adjourned from 10.57a.m. until 11.34a.m.

Resolved CAR/2021/002

That the Community and Recreation Committee

- 1. Receives the report Community Investment Fund Update (R19245) and its attachments (A2570591 and A2570711); and***
- 2. Approves the Community Investment Fund priorities to improve the wellbeing in Nelson 'communities of greatest need' focusing on reducing social isolation, reducing housing vulnerability, improving access to work and learning opportunities, and reducing the impact of poverty; and***
- 3. Approves the amended membership, recruitment processes, funding allocations and Terms of Reference for the Community Investment Funding Panel (A2570591) subject to the Terms of Reference being further amended to***
 - include involvement of the Chair and Deputy Chairs of the Community and Recreation Committee in the appointment and assessment process, and***
 - phase the timing of panel member appointments to ensure continuity across terms and simplify the reappointment process; and***
- 4. Delegates any further minor amendments of the Terms of Reference to be approved by the Chair of Community and Recreation Committee; and***
- 5. Notes the funding allocation decisions made by the Community Investment Funding Panel for the 2020/21 financial year (A2570711).***

Noonan/Bowater

Carried

10. Stoke Youth Park - Location and progression to detailed design and construction

Document number R21389, agenda pages 44 - 89 refer.

Parks and Facilities Activities Planner, Nathan Mourie, presented the report. He answered questions about the proposed number of car parks, the use of the memorial hall kitchen/dining room, the proposed bus stop outside the facility, potential risks posed by cricket club activity, and funding to cover future needs.

Members expressed different opinions as to the adequacy of proposed car park numbers, actual need, and pedestrian safety at the Stoke Youth Park. An additional clause was added to the resolution requesting officers to report back on the matter.

A division was called.

Resolved CAR/2021/003

That the Community and Recreation Committee

- 1. Receives the report Stoke Youth Park - Location and progression to detailed design and construction (R21389) and its attachments A2566264, A2468368 and A2542711; and***
- 2. Approves the location for the Stoke Youth Park adjacent to the Stoke Memorial Hall shown as Area A and some replacement car parking as Area B in the Stoke Youth Park Business Case Attachment 2 (A2468368), and***
- 3. Agrees to proceed to detailed design for the Stoke Youth Park and report back to the Community and Recreation Committee; and***
- 4. Approves that the Stoke Youth Park project begins construction in the 2020/21 financial year.***
- 5. Requests officers to engage with the transport team to ensure carparking and safety concerns are addressed and reported back to the Community and Recreation Committee.***

Brand/Lawrey

Carried

The substantive motion was put and a division was called:

<u>For</u>	<u>Against</u>	<u>Abstained/Interest</u>
Skinner (Chairperson)	Nil	Nil
Cr Reese		
Cr Brand		
Cr Bowater		
Cr Courtney		
Cr Edgar		
Cr Fulton		
Cr Lawrey		
Cr McGurk		
Cr Noonan		
Cr O'Neill-Stevens		
Cr Sanson		

The substantive motion was carried unanimously.

The meeting was adjourned from 1.08p.m. until 2.03p.m. during which time Councillors Lawrey, Fulton and Sanson left the meeting.

11. Bay Dreams 2021 Review

Document number R22566, agenda pages 90 - 96 refer.

Manager Community Partnerships, Mark Preston-Thomas, and Team Leader Festivals, Axel de Maupeou, presented the report. Mr de Maupeou answered questions about the project manager position, waste diversion, donation of tents, venue size, and on-site drug testing.

Attendance: Councillor Fulton returned to the meeting at 2.04p.m., followed by Councillor Sanson at 2.05p.m.

Resolved CAR/2021/004

That the Community and Recreation Committee

- 1. Receives the report Bay Dreams 2021 Review (R22566); and***
- 2. Notes Bay Dreams South Ltd will enter contract negotiations to continue to host Bay Dreams South Festival in Nelson 2022.***

Bowater/Fulton

Carried

12. Community and Recreation Fees and Charges 2021/22 and removal of Rates Remission for Cemeteries

Document number R21445, agenda pages 97 - 123 refer.

Manager Parks and Facilities, Rosie Bartlett, presented the report. She noted a proposed addition to the resolution wording to include the date the new fees and charges would become effective. She further noted a correction to item 8.1 where the word 'no' had mistakenly been added to the sentence reading 'no rates relief for cemeteries'.

Attendance: Councillor Lawrey returned to the meeting at 2.22p.m.

Ms Bartlett answered questions about the technicalities of purchasing a cemetery plot, responsibilities, maintenance, associated rates and revenue shortfall.

Discussion was had about the impact the shortfall and rates remission was having on ratepayers. It was noted that a phased approach of increasing fees over three years would pose a prolonged burden on ratepayers through ongoing subsidies. A third clause was added to the resolution to reflect the committee's preference for a 23% increase to cemeteries fees and charges with effect from 1 July 2021.

The meeting was adjourned from 2.57 to 3.00p.m. during which time Councillor McGurk left the meeting.

Extension of Meeting Time

Resolved CAR/2021/005

That the Community and Recreation Committee

- 1. Extends the meeting time beyond six hours, pursuant to Standing Order 4.2.***

Bowater/Courtney

Carried

Attendance: Her Worship the Mayor left the meeting at 3.16p.m.

Resolved CAR/2021/006

That the Community and Recreation Committee

- 1. Receives the report Community and Recreation Fees and Charges 2021/22 and removal of Rates Remission for Cemeteries (R21445) and its attachments (A2562009, A2565812 and A2571622); and***

Sanson/Courtney

Carried

Resolved CAR/2021/007

That the Community and Recreation Committee

- 2. Approves the proposed changes to the Community and Recreation fees and charges in Attachment 1 (A2562009) effective from 1 July 2021, excluding the cemetery fees and charges; and***

Courtney/Sanson

Carried

Resolved CAR/2021/008

That the Community and Recreation Committee

- 3. Approves a 23% increase in Year 1 of the Long Term Plan for cemeteries fees and charges, as per attachment 2 (A2565812), effective from 1 July 2021, to bring them in line with the Revenue and Finance Policy.***

Edgar/Skinner

Carried

Councillor Noonan requested that her vote against clause 3 of the resolution be recorded in the minutes.

Recommendation to Council CAR/2021/009

That the Council

- 1. Agrees to consult on the removal of the Rates Remission Policy for cemeteries; and***
- 2. Agrees the cemeteries remission changes to be consulted on within the Consultation Document to the Long Term Plan 2021-31.***

Edgar/Skinner

Carried

13. Community and Recreation Quarterly Report to 31 December 2020

Document number R21486, agenda pages 124 - 168 refer.

The meeting was adjourned from 3.25p.m. to 3.32p.m. during which time Her Worship the Mayor returned.

Manager Parks and Facilities, Rosie Bartlett, and Manager Libraries, Sarina Barron, presented the report. Ms Bartlett noted that the project

sheet about the Mountainbike Hub on agenda page 153 was out of date but that the words in report were correct.

Attendance: Councillor McGurk returned to the meeting at 3.33p.m.

Manager Community Partnerships, Mr Preston-Thomas answered questions about homelessness, Melrose House, public art works, the 'Use our Loos' project, Wakapuaka cemetery maintenance responsibilities, 'Adopt a Plot', heritage trails seating, the Modellers Pond, the Millers Acre toilet upgrade, and timeframes for remedial works on council owned earthquake prone buildings.

The Chairperson invited Councillor Noonan to give a progress update on project Whare Haumaru in her function as President of Rotary.

Resolved CAR/2021/010

That the Community and Recreation Committee

- 1. Receives the report Community and Recreation Quarterly Report to 31 December 2020 (R21486) and the attachments project sheets (A2558791), and performance indicators (A2563220).***

Brand/Noonan

Carried

14. Exclusion of the Public

Resolved CAR/2021/011

That the Community and Recreation Committee

- 1. Excludes the public from the following parts of the proceedings of this meeting.***
- 2. 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:***

Noonan/Bowater

Carried

Item	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Particular interests protected (where applicable)
1	Community and Recreation Committee Meeting - Confidential Minutes - 10 December 2020	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7.</p>	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> • Section 7(2)(b)(ii) To protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information • Section 7(2)(i) To enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) • Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person
2	Supplementary advice on community and recreation fees and charges 2021/22	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> • Section 7(2)(g) To maintain legal professional privilege
3	Nelson Festivals Trust - Reappointment of Trustees	<p>Section 48(1)(a)</p> <p>The public conduct of this matter would be likely to result in disclosure of information for which good reason exists under section 7</p>	<p>The withholding of the information is necessary:</p> <ul style="list-style-type: none"> • Section 7(2)(a) To protect the privacy of natural persons, including that of a deceased person

The meeting went into confidential session at 4.32p.m., at which time Councillors Edgar and Noonan left the meeting. The meeting resumed in public session at 4.51p.m.

RESTATEMENTS

It was resolved while the public was excluded:

1	CONFIDENTIAL: Supplementary advice on community and recreation fees and charges 2021/22
	<i>That the Community and Recreation Committee</i> 2. <i><u>Agrees</u> that Report (R22660) remains confidential at this time.</i>

2	CONFIDENTIAL: Nelson Festivals Trust - Reappointment of Trustees
	<i>That the Community and Recreation Committee</i> 3. <i><u>Agrees</u> that the decisions only be made publicly available, once the trustees have confirmed their acceptance; and</i> 4. <i><u>Agrees</u> that Report (R22654) remains confidential at this time and notes that attachment (A2448350), the Nelson Festivals Trust's Deed of Trust, is publicly available through the Companies Office Website.</i>

There being no further business the meeting ended at 4.52p.m.

Confirmed as a correct record of proceedings:

_____ Chairperson _____ Date

Chairperson's Report

1. Purpose of Report

- 1.1 To provide an update on recent and upcoming matters.

2. Recommendation

That the Community and Recreation Committee

- 1. Receives the report Chairperson's Report (R24809).***

3. Discussion

- 3.1 Welcome to the Community and Recreation Committee meeting.

Heritage: Tuku 21 Whakatū

- 3.2 The Tuku 21 Whakatū Heritage Month continues to run throughout April, with a broad range of very interesting events with a heritage flair. Something for everyone, with more than 60 events during this period.
- 3.3 At Nelson Provincial Museum next week 27th April, meet Mat Tait, the illustrator of the book, 'The Adventures of Tupaia'. This follows on from Tupaia: Voyage to Aotearoa as part of Tuku21, on 20th April at the Museum.
- 3.4 It was an interactive kōrero about Tupaia, Tahitian high-priest and revered navigator from Ra'iātea. A significant figure in the history of Aotearoa NZ, retracing his steps, and discovering his relationship with local manawhenua iwi.
- 3.5 This important figure has fascinated me for several years, and I encourage you to have a read of the book.
- 3.6 Also, Theatre Royal had an open day, behind the scenes look, showcasing this great venue, as part of the Tuku21 celebrations.
- 3.7 Aspiring puppeteers young and old made the most of mechanical puppetry workshops held at Community Art Works on 11th April, also part

Item 6: Chairperson's Report

of the Tuku 21 Whakatū Heritage Month. The workshops celebrated the life and works of F.N Jones of Coney Park, Pixie Town and Photography.

- 3.8 The Community Art Works facility currently sits on the site of the original Coney Park. An Amusement Park with miniature train and merry-go-rounds created by F.N Jones and his wife which opened in 1921. You might have seen photos displayed in town as part of Make Shift Spaces display of Coney Park a little while back.
- 3.9 Cawthron Institute had an open day on Sat 10th April, and then following the day, tours of private Heritage Homes took place on Sunday 11 April, as part of Tuku 21 Whakatū Heritage Month, as a fundraiser for the Cancer Society.
- 3.10 Checkout the Council page for details of more upcoming Tuku 21 Heritage events.

Long Term Plan, Pest Plant Control Proposal

- 3.11 A great article with our officer Paul Harrington fronting in Nelson Mail and City Council media on the proposed weed programme for the Long Term Plan Draft.
- 3.12 And to paraphrase our Team Leaders and Parks and Facilities Activity Management explanation:

"Nelson City Council owns over 10,000 hectares of conservation and landscape reserves. These reserves are Nelson's jewels and the backdrop to the City. Our Conservation and Landscape Reserve Management Plan 2009 has a goal to protect indigenous vegetation, habitats and ecosystems and, where appropriate, restore degraded vegetation, habitats and ecosystems. Current funding for pest plant control has not been sufficient to manage pest plants, especially vine species including Old Man's Beard, Banana Passionfruit, and Climbing Asparagus. We expect the increased investment in pest plant control to make a real difference"

- 3.13 Also a note of ongoing changes. Part of looking at its weed control approach generally, Council has considered whether it could cease use of glyphosate herbicide and replace it with a mix of methods which could include mulch, mechanical, steam/foam and plant-based herbicides. As these alternative methods require three to four times the budget, Council has continued its years of work to reduce use of glyphosate through increased mulching and grazing.

Opening of Rutherford Cottage in Founders Park

- 3.14 A great project collaboration with Rutherford Rotary, Founders Heritage Park and the Founders Bookfair volunteers fundraising.

Item 6: Chairperson's Report

3.15 The refurbished cottage, a one third scale replica of Rutherford's childhood home in Brightwater, was reopened on Tuesday 13 April by Councillor Trudie Brand.

3.16 The cottage contains interactive activities and games based on Rutherford's experiments, including a plasma ball, magnetic atom wall, and pinball-style game unique to Nelson that explains Rutherford's Gold Leaf Experiments. A must-see display. Lots of fun.

Brook Sanctuary Open Day

3.17 On Sunday 11th April the Waimarama Brook Sanctuary had their annual open day. Consisting of a popular Fun Run, live music, food and information stalls. More than 1500 people turned up, with Council having a Nelson Nature Information Stall

Sport and Arts Events

3.18 The ever successful Weetbix Tryathlon was held at Tahunanui Reserve on 14th March. Over 1700 children took part in this fun event, which aims to help kids stay active and healthy through participation, improving confidence and self esteem.

3.19 Also that weekend, the Top of Trafalgar St was a-buzz with fitness, with competitors in the Summer Challenge Women's Adventure Race. It saw over 200 teams of three competing in three, six and nine hour events combining kayaking, mountain biking, hiking and navigation.

3.20 The Nelson Hinemoa Croquet Club hosted a successful under 21s National tournament over Easter Weekend. The turf was looking great and performed very well. Event enjoyed by all.

3.21 'Rock the City' returned to Nelson on 11th April. This was a great opportunity for the Nelson region of up and coming youth bands and acoustic acts to perform.

3.22 It was a sold out show held at the NMIT Johnny Cash room. An all ages music gig event supported by Nelson City Council. Showcasing ten acts performing across two stages- acoustic and main band.

3.23 Also hope many of you got to see 'Changing Threads' the annual contemporary art award and exhibition showcasing fibre and textile art at the Refinery ArtSpace on Hardy St, back in mid March.

3.24 You can follow the Nelson City Council's facebook page titled '*Nelson City Presents*' to keep informed on further Council delivered and supported great events in Nelson.

3.25 Our sports parks renovations, field allocations and line markings etc, all going well as winter codes have begun.

Item 6: Chairperson's Report

Other News

- 3.26 Natureland Wildlife Trust have just opened a new second-hand store, located between Buxton Square and Hardy St. All funds raised from the shop go directly to support their education and conservation programmes.
- 3.27 Nelson-Whakatu will now have an improved day hub 'Whare Haumarū' (Safe Haven) for members of our community who are homeless behind the Male Room on St Vincent St.
- 3.28 As you are aware it received \$30,000 funding from Nelson City Council. This project was an initiative of the Rotary Club, supported by the Rutherford Rotary Club, Nelson West Rotary Club and Whakatu Rotary Club. Support was also provided by Housing First, Society of St Vincent de Paul, and Fresh Focus Nelson, along with an anonymous benefactor. A brilliant example of community organisations coming together to make things happen for the greater good of others.
- 3.29 Completion of landscaping and plantings underway and new pathway completed as part of the finishing touches around the new Tahunanui toilet & changing rooms building.
- 3.30 The Nelson Public Library has had a display on the red wall near the entrance way, the proposed new library redevelopment, explaining the proposal, a preferred option and other options for the library for the public to consider. This project is one of eight key issues in our Long Term Plan which is welcoming public feedback.
- 3.31 You may have seen the Trask Memorial Gates at the southern end of Queens Gardens looking spick and span as the restoration work on these now complete. This was Nelson's first public garden opened in 1892, Nelson's 50th Jubilee back then. These heritage gates are named after the previous Mayor of Nelson then, Francis Trask, whom had suggested to build the Queens Gardens for the public.
- 3.32 Cemeteries. There has been very positive discussion taken place, achieving collaborative understanding after meetings with Wakapuaka volunteers, in support of the good work they have been doing and wishing to continue at the cemetery. Installation of a new seat and looking at safety of the trees.
- 3.33 Council has been working hard and with success to secure extra external funding for weed control on the Grampians from Kaimahi for Nature.
- 3.34 Eureka Park, the Californian Redwood stand, located at the top of the Brook Valley has been further enhanced and reopened for those to enjoy its tranquillity. A great area for walking, running, walking the dog or a picnic. It now has even more walking trails, signage, and even a large picnic table and seating made from locally felled eucalypts.

Item 6: Chairperson's Report

Author: Tim Skinner, Chairperson - Community and Recreation Committee

Attachments

Nil

City For All Ages Strategy update

1. Purpose of Report

- 1.1 To hear an update from the Chair of the City For All Ages community Steering Group on progress with the Strategy.

2. Recommendation

That the Community and Recreation Committee

- 1. Receives the report City For All Ages Strategy update (R24779) and its attachment (A2617348).***

3. Background

- 3.1 The Community Services Committee at its meeting of 30 August 2018 agreed that work should begin on multi-agency, multi-stakeholder strategy for an ageing population (report R9582). A Councillor Working Group was formed to support the Strategy (current membership councillors Lawrey (Chair), Noonan, Brand and Bowater). The Chair of the Community Services Committee was delegated to select members for a community Steering Group with input from the Councillor Working Group. The Strategy to be developed was to replace Council's Positive Ageing Policy of 2011.
- 3.2 The Steering Group was established in 2019 under its Chair, Paul Steere. Current members are Mary Jaksch, Chris Allison, Betty van Rooyen, Sarah Brown, Nanai Naseri, Carolyn Budge, Jenni Bancroft, Ian Catto. Iwi were consulted on membership and indicated a preference for one of Council's kaumatua to join. That has not been possible so kaumātua suggested Lovey Gieger participate instead and she has accepted this invitation.

4. Discussion

Strategy development

- 4.1 Work on the Strategy was delayed significantly by COVID-19 but the Steering Group has made good progress. Achievements to date include:

Item 8: City For All Ages Strategy update

- A successful project launch event with keynote speaker, Professor Stephen Neville, Co-Director of the AUT Centre for Active Ageing
- Development of a benchmarking review of existing age-friendly services in Nelson
- Research into the ageing experience in Nelson (with funding from the Office for Seniors)
- A community survey on Nelson's age-friendliness (in partnership with the Auckland University of Technology)
- Abstract on the Strategy development process selected for the Vision for Ageing in Aotearoa Conference (delayed due to COVID-19 until Sept/Oct 2021)

4.2 The Steering Group has identified key focus areas (Attachment 1), a vision and principles for the Strategy and developed a first draft of the core elements of the Strategy. It has been engaging with relevant government and community agencies about their potential contribution to the Strategy. The Steering Group began testing its findings and engaging with the community at the Positive Ageing Expo on 16 April.

Vision and principles

4.3 The proposed vision for the strategy is that Nelson is an age-friendly community that values the experience and wisdom of all people.

4.4 The Steering Group has also drafted some principles to guide implementation of the Strategy:

Local action – encourage, inform and empower the community to plan for and respond to the emerging needs of older people

Collaboration is key – we can achieve more working together

Value diversity – acknowledge biculturalism and the range of experiences and backgrounds of older people in Nelson

Areas of Focus

4.5 The World Health Organisation recommends age-friendly policies focus on a number of different domains impacting older adults. The Steering Group has adapted these to suit the Nelson context and they are attached for information (Attachment 1).

5. Next Steps

5.1 Alongside community engagement the Steering Group is assembling a Reference Group to help test the draft Strategy. It is building an Action Plan to accompany the Strategy and is scheduling meetings with agencies and key stakeholder groups to encourage them to contribute actions. Council will also be invited to commit to actions to support the

Item 8: City For All Ages Strategy update

Strategy and budget has been proposed in the draft Long Term Plan 2021-31 for that purpose.

- 5.2 Once the Strategy is complete it will be presented to Council to endorse its vision and to commit to actions that will contribute to implementing the Strategy. If the Steering Group chooses it can also, at this point, make an application to the World Health Organisation to register Nelson as an official member of the Age-Friendly Cities network.

Author: Nicky McDonald, Group Manager Strategy and Communications

Attachments

Attachment 1: A2617348 - City For All Ages Strategy Focus Areas [↓](#)

City For All Ages



Notes:

Housing – includes affordability, choice, warm and healthy construction, universal design in new builds, ageing-in-place, crime prevention, catering to older residents during emergencies.

Outdoors – includes barrier free public spaces and buildings, access to services eg shops and amenities, safe and clean environments, accessible neighbourhoods with appropriate services, outdoor seating and shade, easy access to nature, heritage protection to preserve memories and continuity.

Social – includes community support, respect and non-discrimination, inclusion, appropriate services, activities for older adults, intergenerational connection and avoiding age-segregation, neighbourhood gathering places, visiting programmes for the housebound,.

Work – includes paid and volunteer work, support for working longer, age-friendly employment policies, encouraging entrepreneurial activity, age-diverse workforce, encore careers, promoting volunteering opportunities.

Information – includes age-friendly communication, lifelong learning, digital literacy, accessible information.

Wellness – includes health, physical, mental and spiritual wellbeing, fitness and physical training, hobbies, sports activities, community care, support services eg. support for caregivers, dementia support, residential care.

Mobility – includes promotion of active transport, safe walking and cycling environments, availability of public transport, community transport services for the disabled and those with special needs, road safety and safe driving.

**Bishop Suter Trust Half Year Performance Report to 31
December 2020 and Draft Statement of Intent
2021/2026**

1. Purpose of Report

- 1.1 To receive the Bishop Suter Trust's half year performance report (Attachment 1).
- 1.2 To seek the Committee's approval of the Bishop Suter Trust's draft Statement of Intent 2021/2026 (Attachment 2).

2. Recommendation

That the Community and Recreation Committee

1. ***Receives the report Bishop Suter Trust Half Year Performance Report to 31 December 2020 and Draft Statement of Intent 2021/2026 (R22677) and its attachments (A2583668, A2598483 and A2541536); and***
2. ***Notes the delivery of the Bishop Suter Trust draft Statement of Intent 2021/2026 (A2579562) as required under the Local Government Act 2002; and***
3. ***Provides the following comments and feedback to the Bishop Suter Trust:***
 - a) ***that the Draft Statement of Intent meets the Committee's expectations; or***
 - b) ***requests the Board considers... (to determine at the meeting).***

Item 10: Bishop Suter Trust Half Year Performance Report to 31 December 2020
and Draft Statement of Intent 2021/2026

3. Background

- 3.1 Under the Local Government Act 2002, the Bishop Suter Trust is required to complete a draft Statement of Intent (SOI) on an annual basis no later than 1 March each year. This requirement has been met.
- 3.2 Section 66 of the Local Government Act requires the Bishop Suter Trust to deliver a half yearly report on performance within two months of the end of that period. This requirement has been met.
- 3.3 Council has an opportunity to provide feedback to the Trust within two months of this date, and the Trust has until 30 June to deliver the final SOI to Council. The draft SOI is included as attachment 2.
- 3.4 Schedule 8 of the Local Government Act outlines the purpose of a SOI, what is to be included and how it is to be approved. The draft SOI, as supplied by the Trust, is compliant.
- 3.5 The Statement of Expectation (SOE) was provided to the Trust to help guide it in the creation of the SOI. This is included as attachment 3. The Council encouraged the Trust to engage with it via the Long Term Plan as the most appropriate mechanism to confirm or request funding.
- 3.6 Specific expectations in the SOE were:
 - 3.6.1 The Trust to outline its response to COVID-19, including impacts on visitor numbers and budgets, and how the Suter's activities contribute to the regional recovery.
 - 3.6.2 Improving performance reporting by the inclusion of quantifiable measures and SMART targets.
 - 3.6.3 Describing good employer obligations relating to living wage, fair pay and equal employment opportunities.
 - 3.6.4 Relationship development with Tasman District Council.
 - 3.6.5 Including a risk management plan.
 - 3.6.6 Defining a governance succession plan for board members with terms ending in October 2021 and October 2022.
 - 3.6.7 Opportunities to grow non-Council operational revenue.
 - 3.6.8 Health and safety learnings.
- 3.7 Julie Catchpole, Suter Director and Jeff Morris, Suter Commercial Manager will be in attendance at the meeting to present information and answer questions. The Trust has chosen to present a five-year draft SOI. This is useful in that it helps to show the strategic direction the Trust is proposing to take over the medium term, although the draft SOI will continue to be reviewed and updated annually.

Item 10: Bishop Suter Trust Half Year Performance Report to 31 December 2020
and Draft Statement of Intent 2021/2026

4. Discussion

- 4.1 The draft SOI has been checked for compliance with the statutory requirements and there are no matters to bring to the attention of the Committee. The draft SOI has been assessed against the SOE.

Half Yearly Report (1 July – 31 December 2020)

- 4.2 Despite COVID-19 lockdown and lack of international visitors, Suter visitor numbers were higher in November and December than for the same months in 2019, although the total visitors for the six months were lower.
- 4.3 The six-month financials to 31 December 2020 show a net surplus of \$147,000 compared to a budgeted net surplus of \$95,000. Budget surpluses included increases in donations, rent and trading income. Increased expenses against budget included exhibitions, facilities costs and depreciation.
- 4.4 The balance sheet is close to budget.
- 4.5 All but one of the non-financial objectives for the first six months have been achieved or are on track. The one exception is the facility's increased energy consumption due to issues with the HVAC plant and equipment. No reference is made of the energy and carbon emissions audit and management plan, which is required by 30 June 2021.

Draft Statement of Intent

- 4.6 The Trust's aspiration is to be a visual arts destination of the highest quality, a 'must do' attraction for visitors to the region, whilst at the same time being a place of relevance and pride for our community.
- 4.7 General expectations outlined in the SOE are summarised in the SOE Appendix IV on page 36.
- 4.7.1 The draft SOI covers Council's expectation around climate response and an energy management plan (noting an increase in energy consumption due to a poorly performing HVAC). The Committee may decide to provide feedback to the Trust regarding an absence of waste minimisation initiatives in the draft SOI.
- 4.8 Specific expectations outlined in the SOE are summarised on page 37 as follows:
- 4.8.1 The response to COVID-19 including impacts on visitor numbers and budgets, and the contribution to the regional recovery are outlined in the activities, executive summary and financial reports.

Item 10: Bishop Suter Trust Half Year Performance Report to 31 December 2020 and Draft Statement of Intent 2021/2026

- 4.8.2 Performance measures and SMART targets are provided in section 3 of the draft SOI on pages 13 – 15.
- 4.8.3 Good employer obligations are described in 3.1.5. on page 13.
- 4.8.4 Plans for development of the Tasman District Council relationship are described on page 9 for education activities, pages 11 and 12 for community outcomes and for objective 3.5.4 on page 14.
- 4.8.5 A risk management plan is detailed on page 7 of the draft SOI.
- 4.8.6 Succession planning for retiring board members is described on page 35.
- 4.8.7 Opportunities to grow non-Council revenue are outlined throughout the strategy via relationships with other funders and donors, summarised on page 36.
- 4.8.8 Health and safety learnings and risk management are summarised on page 36.

5. Options

- 5.1 There is no decision to be made in respect of the half yearly report. The Committee may decide to approve the draft SOI or it may provide feedback to the Trust for changes.

Option 1: Approve the draft SOI (recommended option)	
Advantages	<ul style="list-style-type: none"> • The Trust will receive early confirmation of the SOI.
Risks and Disadvantages	<ul style="list-style-type: none"> • The Committee may not feel that the draft SOI adequately reflects Council’s expectations.
Option 2: Provide feedback to the Trust on the draft SOI	
Advantages	<ul style="list-style-type: none"> • The Trust will have an opportunity to make changes to the draft SOI to reflect the Committee’s feedback.
Risks and Disadvantages	<ul style="list-style-type: none"> • The draft SOI will need to come back to the Committee in a future report.

Author: Andrew White, Group Manager Community Services

Item 10: Bishop Suter Trust Half Year Performance Report to 31 December 2020
and Draft Statement of Intent 2021/2026

Attachments

Attachment 1: Suter Half Year Performance Report to 31 Dec 20: A2583668 [↓](#)

Attachment 2: Suter Draft SOI 2021-26: A2598483 [↓](#)

Attachment 3: Suter Statement Of Expectation 2021-22: A2541536 [↓](#)

Important considerations for decision making
1. Fit with Purpose of Local Government The preparation of a draft Statement of Intent (SOI) and delivery of the half yearly report is a requirement of Schedule 8 of the Local Government Act.
2. Consistency with Community Outcomes and Council Policy The Suter contributes to the outcome 'Our communities have opportunities to celebrate and explore their heritage, identity and creativity' and 'Our communities have access to a range of social, educational and recreational facilities and activities'.
3. Risk There is a continuing risk that COVID-19 impacts may require changes to the SOI and impact financial and non-financial performance. Officers will update the Committee on any changes to performance targets that are needed during the year.
4. Financial impact The operation of the Suter Gallery is a budgeted activity for Council.
5. Degree of significance and level of engagement This matter is of low significance and no further consultation is proposed.
6. Climate Impact The SOE requests the Trust to include how it is addressing carbon emissions and waste minimisation in its SOI. The draft SOI addresses Council's expectations around climate response, through enacting an energy management plan. While not specific about action, the draft SOI does outline an intent to formalise and structure its approach to sustainability generally.
7. Inclusion of Māori in the decision making process No engagement with Māori has been undertaken in preparing this report.
8. Delegations The Community and Recreation Committee has the following delegations to consider the content of the Statement of Intent:

Item 10: Bishop Suter Trust Half Year Performance Report to 31 December 2020
and Draft Statement of Intent 2021/2026

Areas of Responsibility:

- *Governance of Nelson City Council Controlled Organisations and Council Organisations, within the areas of responsibility:*
 - *The Bishop Suter Trust*

Delegations:

- *The committee has all of the responsibilities, powers, functions and duties of Council in relation to governance matters within its areas of responsibility, except where they have been retained by Council, or have been referred to other committees, subcommittees or subordinate decision-making bodies.*

THE BISHOP SUTER TRUST

REPORT TO: Nelson City Council
FROM: The Bishop Suter Trust
DATE: 28 February 2021
SUBJECT: Half Year Performance Report to 31 December 2020

1.1 Introduction

This report covers financial and performance results for the Bishop Suter Trust (The Trust) for the six month period 1 July - 31 December 2020.

1.2 Overview of Trust and Gallery activities

Highlights

Visitor numbers to The Suter have been very pleasing, such that more visitors were recorded for November and December 2020, than for the equivalent months 2019. The nationwide campaign encouraging New Zealanders to "See Something New New Zealand" has been very much in evidence at the gallery!

Visitation was also boosted with 2 very successful early evening events: *Night Vision*, at the beginning of October signalled the start of the Nelson Arts Festival, and was an event that was offered across all of Nelson's galleries whilst *Art Before Dark* held in early December, was a Suter specific event which targetted 'millenials'.

2020 concluded with the launch of a spectacular exhibition of ceramics by Nelson/Tasman region artist Christine Boswijk. A partnership with Jarden has enabled The Suter to go to another level in the presentation and promotion of this exhibition.

A positive feature of the last 6 months have been collaborations- with sponsors and with other organisations such as NRDA, cultural facilities, Council, Make/Sh/ft Spaces, dealer galleries, arts practitioners, with benefits accruing across the region.

Other highlights include:

- A significant donation from one of The Suter's patron's Rhoda Cohen allowed us to put The Suter's Collection online on The Suter's website <https://collection.thesuter.org.nz/explore>. This was launched on 1 October 2020 during *Night Vision*.
- Receiving a substantial bequest from Legacy patron David Blunt.
- Learning opportunities offered by The Suter: On-site educational delivery has 'recovered' after the challenges of Level 2 social distancing requirements. It appears that The Suter's school's education LEOTC programme delivery may be ahead of that of other LEOTC providers nationally. In term 4 2020 the Suter Educator ran her highly regarded Gifted and Talented programmes and schools sent students from as far afield as Canvas Town (Marlborough District) and Upper Moutere. Students from 23 Tasman/ Nelson schools have attended formal learning programmes as well as from 4 out-of-region schools.
- A trend noted is the interest and healthy enrolments for our after-school and adult art classes. By year end we had 3 adult art classes and 6 children's after school classes per week.

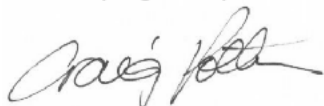
A2583668

Item 10: Bishop Suter Trust Half Year Performance Report to 31 December 2020 and Draft Statement of Intent 2021/2026: Attachment 1

- 6 new exhibitions were installed in the period, plus the *NSAS Spring* exhibition: 2 had significant collection content - *Noble Souls/TESA* and *Reverberation: of Light, Land & Sea*, the first in a planned series of exhibitions focussing on abstraction. *Noble Souls /TESA* comprised works from the Collection that complemented a display of artworks by Nelson/Tasman children created during the COVID-19 Level 4 period that acknowledged and reflected upon the essential work(ers)- an initiative of MP Dr Nick Smith in partnership with *Nelson Mail*, the local School Principals Association, Appleby Ice cream and The Suter.
Wellington based artist Elizabeth Thomson's science influenced exhibition *Cellular Memory* impressed visitors with its intricately created art works. An installation by Ben Pearce featuring a floatable hut was inspired by a local story and 2020 concluded with a substantial survey exhibition of works by local ceramicist Christine Boswijk. Dramatically presented, coupled with the scale and quality of her work has made for an awe inspiring exhibition. The Suter produced a publication on her work.
- 2 artworks have been formally accepted for inclusion in The Suter's collection. A number of other artworks have been offered to The Suter including a gift from an artist and a range of historical Nelson/Tasman paintings which will be added to the collection before financial year end.
- The Blumhardt Foundation have entered into a 4 year agreement with the BST to match-fund \$5,000 per annum, for craft related collection acquisitions.
- Volunteers have contributed 627 hours to The Suter front of house and in the Library/archives. The increase in contribution is partially thanks to COVID-19 and international travel restrictions!
- The Suter Store is trading well, and very favourably when compared month on month with the previous year. Venue hire is also picking up, and it was exciting to see local performing arts productions returning to our theatre.
- The lift, out of action since October 2018 is now remediated and back into service.

Other Matters & Looking Ahead

- We are developing the conceptual framework for the landmark sculpture project with a region wide vision. Fundraising will be initiated once a project plan is in place, thus accounting for the underachievement of funds in this budgeted area.
- We are reviewing/ reworking our venue hire and events to reinvigorate this revenue stream and opportunity to increase our audience base.
- COVID-19 and the low interest rates have had an impact on benefaction and the growth of tagged bequests and Legacy invested funds. We are currently reviewing our investment mix.
- The Suter is collaborating with Make/Sh/ft Spaces to bring collection artworks to walls around the city, and to create a Nelson City Centre ArtWalk. The art works selected tell regional stories- of places, people, industry, horticulture, history...
- Our major fundraising event *Palate to Palette Dinner and Auction* is planned to take place on 26 March 2021.
- Future exhibitions are being planned to coincide with major local events/ festivals, but with some flexibility built in, particularly where content is coming from overseas. We are developing new partnership models for developing toi Māori exhibitions.



Craig Potton
Chairman, Bishop Suter Trust Board



Julie Catchpole
The Suter Art Gallery Director

2. Performance against Objectives in the Statement of Intent:

The following is performance against objectives set out in the Statement of Intent 2020-2025[Sol]. Performance targets are in **bold type** and achievement to date is recorded in regular type. Note the numbering and layout is lifted directly from the Sol.

3.1 GOVERNANCE: Operate a visual arts destination of the highest quality:

- 3.1.1. Provide an arts centre and visitor attraction: **That is open 362 days of the year with a minimum of 100,000 visits per annum to The Suter® facilities and with visitor satisfaction ratings of 90% 7+ (out of 10 = excellent). Report six monthly with visitor statistics. Monthly target=8,333**

Visitor numbers	2020/2021 Sol target; 100,000	Quarter 1 2020; 25,000	Quarter 2 2020; 25,000	2020/2021 6 month target: 50,000	2019 /2020 f/y 6 month result for comparison
Achieved		26,398	31,979	58,377	66,691

Achieved: Visitor numbers have exceeded the 6 month target by 8,377 and The Suter was open as advertised every day except Christmas Day.

- 3.1.2 Ensure that The Suter® is well managed and operates within its agreed plans: **Reports, plans and budgets meet set deadlines. The Risk Management Plan is reviewed annually, and mitigation strategies identified are implemented (including cyber security, and response planning for natural hazards and climate change).**

Achieved: Cyber risk mitigation is occurring as part of supply agreement- no major incidents. A major review of the *Risk Framework and Register* and mitigation strategies has been undertaken.

- 3.1.3 Implement an asset management plan (maintenance and renewals) in relation to The Suter facilities and develop an assets' renewal fund, to be achieved from operational cash surpluses (before depreciation) to fully fund the BST's share of depreciation, over time; **Report on progress annually.**

On track: WSP (Opus) contracted to manage BWOFF. Assets' renewal fund initiated. The lift (out of commission since October 2018) has been repaired and reinstated. There are ongoing issues with the HVAC which are being progressively addressed.

- 3.1.4. **Undertake an energy and carbon emissions audit, develop a management plan: Audit undertaken, and plan developed by 30.06.21; monitor and report on energy use six monthly and impact of mitigations.**

Not achieved: Averaged monthly energy consumption for six month period 1/07/2020-31/12/2020 was higher than equivalent period 2019 due to issues with the HVAC plant & equipment.

- 3.1.5 Be a good employer, fostering a culture of staff excellence and well-being by maintaining good employer policies, procedures and practices and providing a safe and healthy workplace; **Report on observance of policies, health & safety, turnover and related statistics.**

On track: 6 monthly emergency evacuation drill held. Ongoing rigorous attention to COVID-19 safety protocols. No significant health and safety incidents. Front of House casual appointments made.

3.2 VISITOR EXPERIENCE: Inform and engage the public through the visual arts:

- 3.2.1 Provide a programme of regularly changing internally produced and externally sourced exhibitions: 10-15 exhibitions mounted per annum; **report 6 monthly on progress.**

Item 10: Bishop Suter Trust Half Year Performance Report to 31 December 2020 and Draft Statement of Intent 2021/2026: Attachment 1

On track: See list and commentary 6 new exhibitions installed during period, 4 developed in-house.

- 3.2.2 Develop a forward exhibition programme that is diverse and stimulating, including internally produced and externally sourced exhibitions; **Exhibitions scheduled that meet the needs and interests of a broad audience. Report 6 monthly on progress.**

On track: Exhibitions planned 12-24 months ahead

3.3 LIFE LONG LEARNING: Provide innovative educational opportunities

- 3.3.1 Provide learning experiences for regional school students that support their NZ curriculum studies based on The Suter's® programmes and resources; **Target is 3,100 students from 25 schools as per the Ministry of Education LEOTC Contract Milestones & post visit evaluations indicate 90% satisfaction ratings of "fine" to "great". At least one Education Advisory Committee meeting held per annum. Structured schools' education programme delivery target: 5,000 students per annum.**

Achieved: YTD: 71 LEOTC educator led programmes delivered to 1,266 students accompanied by 431 helpers from 23 schools + 4 out-of-region schools. Another 17 classes were delivered off-site to 399 students when COVID-19 Level 2 social distancing requirements could not be met in The Suter Education Room. There is a high satisfaction level with programmes. LEOTC monitoring Zoom meeting held with NZCER. Advisory Committee met. Suter approved as a setting to maintain NZ teacher registration and Suter Educator able to renew her full teacher registration.

- 3.3.2. Provide public programmes which enhance appreciation and enjoyment of the visual arts; **A minimum of 20 talks/ events/ activities are held per annum. Report 6 monthly on progress.**

Achieved: YTD: 6 daytime activities- talks, seminars etc. held, 11 evening openings and 5 activities for volunteers. See appended

- 3.3.3 Provide out-of-school and other art educational activities; **Minimum 80 sessions of Suter Kids Club [SKC]/ MyArtSpace [MAS], and other community learning sessions are delivered per annum.**

Achieved: YTD: 109 SKC | MAS sessions held and 46 adult classes: Term 3: 5 sessions per week for students (Suter Kids Club and MyArtSpace- teens) and 2 sessions per week for adults. Term 4: 6 sessions per week for Suter Kids Club and 3 sessions per week for adults. 1-week School Holiday programme (July break)- *outside provider*

- 3.3.4 Provide and manage The Suter® Volunteers' programme: That provides av.>80 hours of contribution per month/ per annum. **Report 6 monthly on progress.**

Achieved: YTD: A total of 627 hours of voluntary contribution, which averages out to 104.52hrs per month; 5 volunteer training sessions held including volunteer previews of exhibition, induction/training and volunteer get-together.

3.4 COLLECTION: Collect and preserve, record, communicate and display our artistic heritage.

- 3.4.1 Develop The Suter's® Collection in accordance with The Suter's® Collection Policy; **In 20/21 the collection policy is reviewed and approved. All acquisitions and de-accessions comply with the Collection Policy and related procedures. All acquisitions/de-accessions approved by the Trust comply with the Collection Policy and related procedures and are reported 6 monthly.**

Achieved: Collection Policy review, consultation and revision is underway. See appended for the acquisitions approved.

- 3.4.2 The Collection is stored, handled and exhibited safely and securely: **The Collection is stored/displayed in environmental conditions that are in line with accepted museum practice (including temperature 18-**

Item 10: Bishop Suter Trust Half Year Performance Report to 31 December 2020 and Draft Statement of Intent 2021/2026: Attachment 1

22°C/ relative humidity 50-55%, pest control, archival materials, security and fire monitoring). There are no handling mishaps or other damage occurs to Collection items.

Achieved: Collection storeroom shelving increased. Collection insurance coverage increased.

- 3.4.3. Enhance knowledge and reputation of the Collection: Collection records are significantly upgraded to increase accessibility and usability, as a part of a project to make the collection searchable on www.the.suter.org.nz **Collection records upgraded; 2020/21 all copyright cleared collection items are uploaded to www.thesuter.org.nz; Loans, reproductions and other collection requests are met in a timely fashion; Publishing occurs. Progress reported six monthly.**

On track: See appended: Received donation that enabled The Suter's collection to go online <https://collection.thesuter.org.nz/explore>. There the collection is searchable by artist, subject etc. All collection items are listed and those items with copyright clearance illustrated. All loan and reproduction requests met. Curated continually playing 'slide' shows of works from the collection also screen in the Jane Evans Foyer.

3.5 COLLABORATIONS & PARTNERSHIPS: Partnerships that grow The Suter®

- 3.5.1 Strengthen The Suter's® relationship with Iwi and Māori; **Honour the kaupapa of the Memorandum of Understanding [MoU] with Ko Te Pouāranga [KTP]; KTP input to programmes collection and policy development. Report 6 monthly.**

On track: Iwi involvement for openings and significant events. Trustees and Director attend KTP hui. New kaupapa Māori curatorial approach being developed for forthcoming raranga exhibition and other toi Māori exhibitions.

3.5.2 Develop a collaborative Partnership Plan that actively engages both commercial partners and philanthropic sponsors to provide additional funding and/or supply goods and/or services to achieve project and programme goals; **Report 6 monthly on progress against our plan.**

On track: Jarden Sponsorship support of Christine Boswijk: *Thinking Through her Hands*; The Blumhardt Foundation 4-year annual acquisition agreement; David Blunt bequest received from. 5 wineries agreement; Noble Souls/TESA project; NRDA – Tourism New Zealand collaborations including "influencers' video shoot at The Suter and postings on social media. Make/Sh/ft and plan for an Art Walk featuring Suter collection art works on walls around the city.

- 3.5.3 The Friends of The Suter® (FOTS) and Legacy Group are enhanced; **2020/21 FOTS review carried out FOTS membership increases, activities and progress on patronage scheme. Reported 6 monthly.**

On track: YTD: memberships. 48 new Friends of The Suter memberships since 1.07.20 (in single, double, family and student categories), 330 active memberships at 31.12.20 (new, renewed and Life). Friends' membership subscriptions run annually from when received (rather than a fixed year). 2 events held for Legacy Group members.

- 3.5.4 The Suter® contributes to other organisations and initiatives to promote Nelson/Tasman visual arts and heritage and provides leadership in fields of expertise to support the Council's provision of social /cultural wellbeing; **Report on contribution to the implementation of the Regional Arts Strategy, Heritage Strategy, regional museums network and other related initiatives; report on contribution nationally in areas of expertise:**

On Track: Director participated in Arts Panel meetings; Curator 'curated' 2020 Level 7 BAM exhibition at NMIT; Curator on NMIT advisory panel. Curator invited to contribute reviews to *NZ Ceramic's* journal; Curator and Director delivered *How to Look at Art* talks at Richmond Library; Suter Educator has reinvigorated the NZ Museum Educators forum and published 3 articles internationally. Director participated in Ministry of Culture & Heritage focus panel discussing COVID arts recovery funding packages. *Night Vision* initiative. Suter hosted Arts Foundation/CNZ event at The Suter Theatre.

A2583668

3. The Bishop Suter Trust Unaudited Financial Statements 31 December 2020

The Bishop Suter Trust Statement of Comprehensive Income As at 31 December 2020	Six months Actual to 31/12/2020	Six months Budget	Annual Budget 2020/21	Six months Actual to 31/12/2019
Income				
General Funds				
Non-exchange Revenue				
Donations & Sponsorships	126,121	20,450	92,250	31,006
Grants				
NCC - Operating	339,373	339,373	678,746	333,198
NCC - Depreciation	117,261	115,067	230,133	116,761
NCC - Maintenance	10,378	10,384	20,767	10,188
TDC	43,907	43,907	87,813	43,907
Total Non-exchange Revenue	637,040	529,180	1,109,709	535,059
Exchange revenue				
Investments	2,497	500	1,000	986
Exhibitions	5,591	2,688	5,000	10,202
Life Long Learning	43,396	37,200	76,000	44,864
Trading Income	104,228	65,800	144,500	77,561
Friends Income	7,693	7,751	15,500	6,968
Rent	61,024	56,750	119,000	74,172
Other Income	-	130	250	413
Total Exchange Revenue	224,429	170,819	361,250	215,167
Total Income General Funds	861,468	699,998	1,470,959	750,225
Specific Purpose Funds				
Maintenance & Depreciation fund				
Interest & dividends earned	8,351	4,350	8,500	4,037
Revaluation	59,585	-	-	18,304
Cuthbertson Fund				
Interest and dividends earned	6,988	5,600	10,200	3,378
Revaluation	31,995	-	-	15,319
Burton Fund				
Interest earned	790	1,400	2,800	1,405
Acquisitions Fund				
Donations received	10,000	40,000	70,000	36,000
Interest earned	12	350	700	19
Education Fund				
Revaluation	68			
Revaluation	706			
Blunt Fund				
Revaluation	633			
Revaluation	7,139			
Other Funds				
Donations received				
Interest earned	9	-	-	21
Expenditure of funds				
Total Special Purpose Funds Income	126,276	51,700	92,200	78,482
Other Income				75,561
Donated Collection Items at Valuation	-	5,000	10,000	19,420
Total Other Income	-	5,000	10,000	19,420
Total Income	987,744	756,698	1,573,159	848,128

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The Bishop Suter Trust Unaudited Financial Statements 31 December 2020

Expenses				
General Funds				
Personnel Costs	278,416	298,521	595,532	291,899
Audit	- 3,228	-	16,000	40
Finance Costs	-	-	500	-
Administration	91,626	89,085	109,949	98,167
Governance	32,141	28,853	56,805	25,624
Exhibitions	54,510	60,570	123,570	61,707
Life Long Learning	3,751	3,050	6,400	4,781
Cost of sales	37,156	31,320	50,700	33,737
Marketing	20,754	22,350	34,200	20,365
Collection	818	3,200	8,656	8,639
Facilities	69,189	74,711	152,325	76,867
Maintenance	11,288	10,371	20,300	3,976
Depreciation	234,521	230,133	460,266	233,522
Loss on disposal	-	-	-	-
Known Shrinkage	253	-	-	100
Total General Funds Expenses	831,196	852,163	1,635,203	859,425
Redevelopment Funds				
Redevelopment Costs	9,347	-	-	43,636
	9,347	-	-	43,636
Total Costs	840,543	852,163	1,635,203	903,061
Net Surplus	147,201 -	95,465 -	62,044 -	54,933
Other Comprehensive Income	-	-	-	-
Total comprehensive Income	147,201 -	95,465 -	62,044 -	54,933
Net Surplus				
General Funds	30,271 -	152,165 -	164,244 -	109,199
Redevelopment Fund	- 9,347	-	-	43,636
Maintenance & Depreciation Fund	67,936	4,350	8,500	22,341
Cuthbertson Fund	38,983	5,600	10,200	18,697
Burton Fund	790	1,400	2,800	1,405
Acquisitions Fund	10,012	45,350	80,700	55,439
Education Fund	774			
Blunt Fund	7,772			
Other Funds	9	-	-	21
	147,201 -	95,465 -	62,044 -	54,933

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The Bishop Suter Trust Unaudited Financial Statements 31 December 2020

The Bishop Suter Trust Statement of Financial Position As at 31 December 2020	Actual at 31/12/2020	Annual Budget 30/06/2021	Actual at 31/12/2019
Assets			
Current Assets			
Cash & Bank	204,537	503,154	296,288
Receivables	13,747	11,166	26,550
Other Current Assets	53,724	36,416	40,489
Specific Purpose Investments			
Cuthbertson Fund Investments	486,872	487,302	482,399
Burton Fund Investments	104,074	101,052	100,000
Education Fund	10,703	-	-
Blunt Fund	107,772	-	-
Operations Term Deposit	150,809	200,000	200,264
Maintenance & Depreciation Mgd Funds	903,123	600,000	535,191
Total Current Assets	2,035,363	1,939,090	1,681,181
Long Term Receivable			
Nelson City Council Depreciation Fund	980,623	1,080,265	747,096
Non Current Assets			
Collection	7,955,766	7,987,842	7,912,458
Property Plant and Equipment	10,180,064	10,077,421	10,627,156
Total Non Current Assets	19,116,453	19,145,528	19,286,709
Total Assets	21,151,816	21,084,618	20,967,890
Liabilities			
Current Liabilities			
Bank Overdraft	-	-	596
GST payable	-	-	596
Payables	80,879	67,179	78,105
Employee Entitlements	40,073	33,000	37,671
Income In Advance	58,546	15,000	46,407
Total Current Liabilities	179,498	115,179	162,182
Long Term Liabilities			
Total Liabilities	179,498	115,179	162,182
Net Assets	20,972,318	20,969,439	20,805,708
The Bishop Suter Trust Equity			
Capital & Reserves			
General Purpose Funds	6,585,778	6,927,214	6,902,553
Redevelopment Fund	4,719,303	4,804,859	4,763,271
Maintenance & Depreciation Fund	890,499	542,880	522,563
Cuthbertson Fund	582,853	583,180	578,226
Burton Fund	165,361	169,555	162,959
Acquisitions Fund	1,861,537	1,893,410	1,827,648
Nelson City Council	6,000,000	6,000,000	6,000,000
Education Fund	10,704	-	-
Blunt Fund	107,772	-	-
Other Funds	48,511	48,341	48,488
Total Trust Equity	20,972,318	20,969,439	20,805,708

The Bishop Suter Trust Unaudited Financial Statements 31 December 2020

The Bishop Suter Trust	
Unaudited Statement of Cash Flows and Cash in Hand	
For the Six Months Ended 31 December 2020	
Cashflows from Operating Activities	\$
Council Operating Grants	437,564
Interest	2,506
Receipts from other Revenue	221,939
Payments to suppliers and employees	- 605,769
Interest Paid	-
Goods & Services Tax (net)	- 3,131
Net Cash from operating activities	53,109
Cashflows from Investing Activities	
Proceeds from sale of fixed assets	-
Acquisition of Investments - collection	26,000
Purchases for collection	- 2,913
Purchases of property & equipment	- 3,150
Transfer of funds to investment	- 300,000
Transfers of investments to bank	200,000
Net cash from Investing activities	- 80,063
Cashflows from financing Activities	
Repayment to borrowing	
Net cash from borrowing	-
Net increase/(decrease) in cash, cash equivalents and bank overdrafts	- 26,954
Cash at beginning of the period	231,491
Cash at end of period	204,537



BST Trustees



BST Staff

Appendices

Appendix 1. Exhibitions during report period

The Suter Art Gallery Exhibitions - 1st July 2020 to 31 December 2020

Dates of Exhibition	Exhibition Title	Location
14 March- 6 October 2020	<i>John Roy</i> ceramics installation	Contemplation Gallery
May- 3 October 2020	<i>Michael Dell Endless Days</i>	Potton Gallery
11 July 2020- 22 November 2020	<i>Ben Pearce: Life will go on after money</i> (installation and video based on a local story)	Original Gallery
July – 6 September 2020	<i>Noble Souls TESA (Thanking Essential Services Art)</i> by children from the Nelson/Tasman region and art works from the Suter's collection	Hercus Gallery
18-27 th August 2020	<i>Top Art: (NZQA Top Level 3 student art folios)</i>	Foyer, education corridor
12 September- 15 November 2020	<i>Elizabeth Thomson: Cellular Memory.</i> Touring exhibition re-curated for The Suter by Gregory O'Brien	Hercus Gallery
12 September- 29 November 2020	<i>Elizabeth Thomson: Waking Up Slowly</i> (installation)	Contemplation Gallery
7 October-1 November/ 8 November 2020	<i>Nelson Suter Art Society Spring Exhibition: Guest artist David Ryan</i>	Potton and McKee Galleries and Education corridor
6 November 2020-21 March 2021	<i>Reverberation: Of Light, Land & Sea: Abstract works from The Suter and a private collection</i>	Potton Gallery
28- November 2020-21 February/7 March 2021	<i>Christine Boswijk: Thinking Through Her hands</i> A survey exhibition of Christine Boswijk's ceramics Supported by Jarden	Original and Hercus Galleries



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Appendix 2. Public Programmes & Offsite Activity:

Public Programmes: On and off site: 1st July 2019-			
			Numbers
July 2020			
10 July 2020	9.15am-10.30am	Volunteers Sneak Peek: <i>Ben Pearce Life will go on after money</i> . Induction for volunteers	5
11 July	2pm-3.30pm	Curator Artist talk: Ben Pearce in <i>Ben Pearce Life will go on after money</i> Followed by afternoon tea (opening)	56
18 July	2pm	Event for <i>Noble Souls TESA</i> students opened by Hon Dr Nick Smith and NCC Mayor Rachel Reese	72
21 July		Business After 5 in conjunction with Chamber of Commerce and Suter Café	60
29 July	6pm	Peter Simpson " <i>Is This the Promised Land?</i> " illustrated lecture on Colin McCahon	121
30 July	9.30am	Legacy Group 'breakfast' with Peter Simpson	9
August 2020			
11 August		Curator " <i>How to Look at Art?</i> " talk at Richmond Library	14
22 August	2pm	Curator Artist talk: Michael Dell <i>Endless days</i>	53
27 August	5.30pm	Nelson Rotary Club evening event hosted by Director	55
September 2020			
11 September	9.15am	Volunteer Sneak Peek in <i>Elizabeth Thomson: Cellular Memory</i> with Elizabeth Thomson and Gregory O'Brien	10
12 September	4pm-5.30pm	Curator Artist Talk in <i>Elizabeth Thomson: Cellular Memory</i> with Elizabeth Thomson, Gregory O'Brien and poet Jenny Bornholdt Opening for <i>Elizabeth Thomson: Cellular Memory</i>	44 + 22
October 2019			
1 October	5-9pm	Night Vision event: Curator & Director Guided tours of exhibitions and launch of Suter Collection OnLine	219
7 October	5.30pm	<i>Emergence: NSAS Spring Exhibition</i> opening	80
22 October	4.30pm	Bishop Suter Trust Annual Meeting	30
22 October	6pm	Suter Pukapuka talk; Viv Stone of the McCahon Trust interviews Martin Edmonds (Sydney based) on his book <i>Endless Yet Never</i>	17
29 October	6pm	Suter Pukapuka talk: Max Quinn, <i>A Life of Extremes</i>	58
November 2019			
4 November	7.30am	NZ Arts Foundation & CNZ <i>All in For The Arts</i> Breakfast event	131
6 November	9.15am	Volunteer Sneak Peek: <i>Reverberation: Of light, Land and Sea</i> Followed by volunteer morning tea & new volunteers' induction	16
17 November	4.30pm	Legacy Group event: Tour of <i>Reverberation: Of light, Land and Sea</i>	11

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17 November	6pm	Suter Pukapuka talk Graham Bennett <i>Around Every Circle</i>	86
27 November	9.15am	<i>Volunteer Sneak Peek : Christine Boswijk Thinking Through Her hands</i>	14
27 November	4.30pm	<i>Iwi blessing for Christine Boswijk Thinking Through Her hands</i>	6
December 2020			
1 December	5.30pm	Jarden event in Christine Boswijk <i>Thinking through her hands</i>	60
3 December	6pm-9pm	<i>Art Before Dark</i> event	450
5 December	5.30pm	Opening <i>Christine Boswijk Thinking Through Her hands</i>	300

Appendix 3.

Collection

ACQUISITIONS

Artist	Title	Medium	Credit
Josephine CACHEMAILLE	<i>Quiver (for Rosa)</i> 2019	Fabrics and acrylic on canvas	Purchase; Approved BST meeting 23.07.2020
Josephine CACHEMAILLE	<i>Strong Arm II</i> 2018	bronze	Purchase; Approved BST meeting 23.07.2020

LOANS to OTHER INSTITUTIONS & Collection related requests

Artist	Art Work	Request(er)	Purpose
Ralph HOTERE ONZ (1931-2013)	<i>Port Chalmers '72 No. 16</i> 1972 and 2 works on paper from the <i>Te Whiti</i> series	Christchurch Art Gallery & Dunedin Public Art Gallery. Opening DPAG 13 November 2020	For a major retrospective exhibition & monograph publication

Publications

Christine Boswijk Thinking Through Her Hands (2020) Text Sarah McClintock, Christine Boswijk & Peter Simpson; Design Penny Royal.

Dr Esther McNaughton (Suter Educator) authored:

“Weaving the threads that bind us together: Student learning in New Zealand Art galleries, published as a chapter in a book *Learning through Art: International Perspectives*

“Art Gallery Education in New Zealand during Covid-19: The emergence of a community of Practice” published in periodical *Museum Worlds*

and

“Empowerment through Art: The practice of art gallery educators in Aotearoa” on the Museums Aotearoa website

THE BISHOP SUTER TRUST

The Suter® | Gallery | Theatre | Gift Shop | Cafe

Te Aratoi o Whakatū

STATEMENT OF INTENT 2021/2026

THE BISHOP SUTER TRUST

Registered Office:

208 Bridge Street, Nelson 7010

P.O. Box 751, Nelson 7040

www.thesuter.org.nz

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1. The Bishop Suter Trust (BST) Statement of Intent 2021-2026

As a Nelson City Council (NCC), council-controlled organisation (CCO) and in accordance with statutory obligations of Schedule 8 Section 64 of the Local Government Act 2002, and in response to the NCC's Statement of Expectation (SoE) for the BST, this Statement of Intent (Sol) is for the forthcoming financial year 2021/22 and the following four financial years, ending 30 June 2026.

The BST is the governance body for The Suter® Art Gallery Te Aratoi o Whakatū and the purpose of this Statement of Intent, is to promote public accountability and it is intended as a base against which performance can be assessed. The five years' financial forecast is aligned with the BST's 5-year strategic plan objectives and targets, and this Sol identifies the funding required to deliver on those objectives and targets, in addition to responding to the NCC's Letter of Expectation.

The BST's core funding is provided by NCC, and Tasman District Council (TDC) also contributes funding. BST services are provided with a combined Nelson and Tasman regional focus; and align with both Councils' joint community outcomes as outlined in their respective LTPs.

1.1. Executive Summary: The Suter®, a destination where art matters

The Trust's aspiration is to be a visual arts destination of the highest quality, a 'must do' attraction for visitors to the region, whilst at the same time being a place of relevance and pride for our community. COVID-19 has shown us the importance of providing a special place of inspiration, sanctuary, connection, and for activities for locals as well as being a drawcard, and a reason for people to come to Nelson.

A positive from the pandemic has been the strengthening of collaborations- and we mean to keep on developing these synergies, between our lessees, Nelson Suter Art Society, Friends and supporters, iwi, other arts, cultural, tourism and business organisations in our region. This way we will get the most out of all aspects of The Suter's facilities, programmes of exhibitions, education and activities, taking us to the 'next level' whilst contributing to Nelson/ Tasman.

We intend to take a holistic view of sustainability from ensuring that we have sufficient resource in reserve to withstand existential threats, to focussing in on the environmental impact of our activities and those of our business partners. Financial resilience will be achieved by managing our core activities as efficiently and effectively as possible, building revenue streams from both existing and future commercial activities to off-set a significant proportion of the day-to-day operations and channelling any surplus into endowment funds- to grow and care for our collection, protect our valued education services and ensure our facilities are kept well maintained.

The Suter will present an annual programme of changing exhibitions, and these will be enhanced with talks, events and activities that encourage the development of art and its appreciation in the community. Although we have programmed exhibitions

for the next 24-30 months ahead we also expect that we may have to review and re-jig aspects of the programme if need be¹. We have contingency strategies including exhibitions that can be called up on short notice, extending exhibition seasons, and creating shows from our collection. Included in the forward programme are exhibitions that compliment local festivals and significant events, for example a series of toi Māori exhibitions that coincide with kapa haka events leading up to Te Matatini 2025, as well as special exhibitions of top local artists to enhance their profile. We will be developing a series of exhibitions on abstraction, intended to profile a particular strength of our collection, culminating in a publication and from 2022 one of our gallery spaces will be dedicated to showing aspects of The Suter's collection. Our Summer 2021-22 programme will include 2 signature Suter biennale exhibitions- *The Suter Contemporary Art Project* and *Fire & Earth: Top of the South* ceramics.

Learning opportunities will be provided for all ages, with an emphasis on providing high quality, structured learning experiences outside the classroom (LEOTC) for school students. One of the challenges ahead is securing sufficient resource to ensure the continuation of The Suter's education service should the Ministry of Education cease funding LEOTC and/or The Suter is no longer contracted.² The Gallery aims to keep growing community hands-on learning with after school and adult art classes, school holiday programmes and to explore more community outreach ventures particularly focussing on Tasman District audiences.

Increasingly The Suter's marketing involves promotion via digital means, through social media channels and collaborative promotions with like or partner organisations. We hope to expand our audience base, through our exhibitions and by holding special events and undertaking collaborative ventures. Converting visitors to supporters is another aim which may manifest as repeat visitation, joining our Friends of The Suter, volunteers' programme or becoming a Legacy Patron.

We will continue to prudently build the Collection through acquisitions, funded by patronage and benefaction, and through donations of art works. The collection is now searchable on The Suter's website and we will work on enhancing this and other projects that get our collection out in front of the public. One such project is a collaboration with Make/Sh/ft Spaces to put Suter collection images on walls in Nelson's city centre to form an Art Walk.

An important long term aspiration is to work towards commissioning major public art works in significant locations that will put The Suter and Nelson 'on the map' for art lovers and encourage people to explore the region.

¹ For example we have in our plan exhibitions that feature international artists however ongoing impacts of COVID-19 pandemic may impact on travel and freighting issues.

² The Suter's current contract ends 31 December 2021, and the Ministry of Education is reviewing the provision of LEOTC

1.2. Organisational description:

The Suter® Art Gallery Te Aratoi o Whakatū is governed by the Bishop Suter Trust, incorporated under the Charitable Trusts Act 1957, and is a not-for-profit entity established to deliver a public art gallery service for residents of Nelson and Tasman and visitors to the region. The Bishop Suter Trust has charitable status with the Inland Revenue Department and is registered with the Charities Commission.

The Suter is a council-controlled organisation whereby the NCC has the right to directly appoint 1 or more of the trustees.

Abbreviations used in this document:			
The Suter® Art Gallery	The Suter®	The Bishop Suter Trust	The Trust
Nelson City Council	NCC	Tasman District Council	TDC
Council Controlled Organisation	CCO	Long Term Council Plan	LTP
Nelson Suter Art Society	NSAS	Ko Te Pouaranga	KTP

2 Nature and Scope of the Activities to be undertaken

The NCC's expectation is that the activities of The Suter will engage the regional community and provide a service that is of value to that community as both the owners and customers. Further, the NCC expects that the activities of The Suter will support the objectives of the Nelson Tasman Regional Arts Strategy (2007), Arts Policy (July 2010) and Arts Activity Management Plan 2015 – 2025 (2015).

Also in line with the NCC's goal to reduce annual carbon emissions The Trust must ensure its activities are conducted sustainably, consider environmental impacts and instigate mitigations.

The Trust's kaupapa is described by our Maori name Te Aratoi o Whakatū, which can be interpreted as "the pathway of art for the Nelson region"

Our vision: To be a high quality visitor destination where art matters

Our purpose: To bring people and art together by honouring our cultural and artistic heritage and proactively bringing innovative, challenging and engaging perspectives to audiences through the collection, exhibitions and education.

Our Values: The following values underpin The Suter®, informing decision making and setting the standard for performance and interactions with our communities of interest:

- Commitment: to Tiriti o Waitangi – the Treaty of Waitangi

- Manaakitanga • Inclusive of Aotearoa | New Zealand's diverse communities
- Whakahoutanga • Innovative: seeking exciting, imaginative and entrepreneurial approaches to exhibitions, education and community activities
- Whanaungatanga • respectful to all
- Hiranga • excellence and quality approaches to all we do
- Kaitiakitanga • sustainable guardianship: exercising financial, cultural, social and environmental responsibility.

The activities of The Trust are:

- **Kaitiakitanga:** Exercise responsible stewardship of all our resources of The Suter for the benefit of the public now and for the future: assets, people and cultural property
- **Making Art Matter:** -Providing engaging and memorable experiences through:
 - Exhibitions, public programmes and special projects
 - Innovative educational opportunities
 - Collecting, preserving, recording and communicating our cultural and artistic heritage
- **Partnerships:** Developing our audience, patronage and partnerships and maintain partnerships for the mutual benefit of The Suter, the community and allied organisations.

2.2 Key Priorities:

- 1 To be a visual arts destination of the highest quality**
- 2 To inform and engage the public through the visual arts**
- 3 To provide innovative educational opportunities**
- 4 To collect and preserve, record, communicate and display our artistic heritage**
- 5 To develop partnerships that grow The Suter.**

2.2.1. To operate a visual arts destination of the highest quality

To be achieved by:

- Optimising the use of The Suter's facilities and resources, in order to achieve its objectives.
- Work in partnership with key stakeholders and other potential funders and supporters to realize objectives.

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- Undertaking arts related activities and methods of marketing that will attract and engage the public, increasing visitor numbers.
- Building the capability of the organisation: people, facilities, funding streams and processes - to ensure resilience, operational sustainability and programme innovation.
- Actively identifying and addressing risks through adaptation, mitigation or elimination including; cyber, climate change, health & safety and to resourcing.

Compliance with legislation, resilience and risk mitigation: The Covid-19 pandemic has demonstrated how important it is to have risk mitigation strategies and reserves in place.

The BST will continue to focus on ensuring that it has a sustainable asset management and replacement plan, to enable the maintenance and renewal of facilities, plant and equipment in the future.

The Trust through its sub- committee structure, risk registers and regular auditing processes identifies hazards and risks and actively seeks to eliminate or minimise these through interventions, including:

- -Cyber- Maintaining a well-designed Windows based IT network with a strong focus on security; with regular patching, firewall security, monitored server systems and secure regular backups; full separation of WiFi networks and appropriate staff training and practices
- Climate change and effects of extreme weather conditions resulting in flooding or increased fire risk for which the Trust ensures it has a programme of building and grounds maintenance; vigilance with regard to neighbouring environmental risks such as the Queen's Gardens Eel pond water levels and encroaching vegetation
- Takes every possible risk protection or preventative measure, to safeguard the collection and items on loan to The Suter including security, fire detection and protection systems, management of the interior environment, storage and handling protocols, pest management etc. , plus insurances
- Health & Safety committee; regular review of the Hazards Register and elimination, minimisation or mitigation of identified hazards. Regular training of staff and volunteers

Audience generation: Marketing and promotion is focussed around promoting The Suter as a visitor attraction; letting people know 'what's on and coming up; encouraging revenue generation, benefaction and support. This is achieved on-line and via social media channels, in addition to promotion in arts publications, in tourism related media, through events and increasingly in

conjunction with other cultural or tourism organisations. Our plan takes into account the need to grow visitor segments including from the wider Tasman region, domestic and international visitors once the borders re-open.

Effort will go into encouraging return visitors and converting these into committed supporters through communication such as e-newsletters and social media, memberships (Friends and Patrons), volunteering and benefaction.

An emphasis will be on building partnerships and other supportive relationships and acknowledging this through special sponsors' events, activities and involvement.

A key objective is to **build revenue generating opportunities** including retail in The Suter Shop (and on-line and commissions; classes and other activities and services venue hire, using the Jane Evans Foyer, The Suter Theatre and other spaces in the complex.

The Suter is open every day except New Year's Day, Good Friday and Christmas Day, the exhibition galleries from 9.30am – 4.30pm. Other aspects of the facilities may however be variously in use from 8am – 11.30pm.

2.2.2. To inform and engage the public through the visual arts

To be achieved by:

- Providing a programme of exhibitions that appeal to a variety of audiences, and that present the visual arts in its many forms by local, national and where possible, international artists.

The Suter provides a programme of regularly changing exhibitions and these are mounted in 3 large exhibition galleries, the intimate Contemplation Gallery and in other spaces inside and outside the building.³ In 2021/22, as part of our exhibition programme, we begin with the second in our abstraction series, present an exhibition to tie into *Te Ramaroa Biennial Festival of Light*, mount exhibitions by international artists (COVID dependant), and hold the first in a series of Toi Māori exhibitions. Over summer the two signature Suter biennale exhibitions- The Suter Contemporary Art project and *Fire & Earth* Top of The South ceramics will feature. The work of Nelson/Tasman region artists will be profiled in solo survey exhibitions works by supported with catalogues, in addition to other touring and thematic shows either bought in or curated in-house.

³ A further gallery space is occupied by the Nelson Suter Art Society (NSAS) who run their own programme of regularly changing exhibitions, the majority of which showcase work by Nelson/Tasman region artists. 2 exhibitions per annum are more comprehensive and involve input from BST staff.

From time to time small Suter curated displays will be mounted Tasman District facilities such as the Richmond Library as part of Suter outreach initiatives.

2.2.3. To provide innovative educational opportunities

- Encouraging life-long learning by being a respected provider of curriculum relevant learning experiences outside the classroom for the school sector, and provider of visual arts experiences for diverse audiences.

The Suter has “Approved Setting” status with the Teaching Council New Zealand and has a 3-year contract with the Ministry of Education for Provision of Learning Experiences Outside the Classroom (LEOTC) for years 1-13 students of the Nelson/Tasman region which concludes 31st December 2021. This assists resourcing a .5 Educator position⁴. The Suter has a very well regarded education service, nevertheless is a challenge to secure ongoing resourcing for LEOTC. Although the BST has established an Education Endowment Fund, we need to continue to seek additional support if the fund is to make a meaningful contribution to our LEOTC delivery.

The Suter delivers a variety of activity-based art classes and art related courses for audiences of various ages and abilities including after-school programmes- Suter Kids Club (SKC) using, in particular, the Mina Arndt Education Room. We will also look to develop more of these and holiday activities as resourcing and demand allow.

Illustrated talks, lectures, floor-talks, opening previews, workshops and other events are held to complement and support projects and the exhibitions’ programme.

The volunteers are an important part of The Suter’s visitor experience, making them welcome and introducing exhibits, aspects of the building and The Suter’s rich history. Volunteers receive structured training, periodic sessions to introduce new exhibitions and events to acknowledge their contribution to visitor hosting, archives management, enquiries’ research, fundraising and other tasks.

2.2.4 To collect and preserve, record, communicate and display our artistic heritage

⁴ Contract funding level has been at the same level since 2011

To be achieved by:

- Being the recognised custodian of Nelson/Tasman region's artistic heritage by developing the Collection, disseminating information and increasing knowledge of the Collection.
- By profiling aspects of the Collection and Nelson/Tasman regions' artists through exhibitions, loans, public programmes, publications, websites and other means such as the joint project with Make/Shift Spaces to develop an Art Walk in central Nelson.

Collection development is focussed on **acquiring works that are regionally relevant and nationally significant**, with over-arching collection themes of dislocation and the environment, guiding acquisition decisions, and with collection growth carefully managed cognizant of resources and of storage capacity. Projects include a major review of the BST's Collection Policy and further developing our Collection on line.

From 2022 a gallery space will be devoted to curated Collection exhibitions.

We will publish⁵ our research, arising from both exhibition development and particularly in relation to our collection.

2.2.5 To develop partnerships that grow The Suter

To be achieved by:

- Honouring the kaupapa of the Memorandum of Understanding [MoU] with Ko Te Pouāranga.
- Developing partnerships which contribute to the delivery of programmes, development of the Collection, resources and other projects: - in particular the ongoing operational and collection acquisitions' funding⁶ of The Suter, exhibitions and education services.

The Suter is supported through memberships: including The Friends of The Suter and the Legacy Group. We intend to review The Friends to increase memberships, activities and benefits that can be extended to those who are generous in their support for the Gallery.

- Contributing to the fulfilment of the Nelson Tasman Regional Arts Strategy and Arts Policy by providing leadership in the area of visual arts. Suter staff and Trustees have expertise that can be called upon to contribute to arts endeavours

⁵ On line; as journal articles or as catalogues and other printed materials

⁶ All collection purchases are funded through fundraising, bequests and other forms of benefaction

that enhance Nelson’s reputation and achieve economic, cultural and social outcomes.

2.3 Alignment with Nelson City Council and Tasman District Council Outcomes

The Suter actively seeks to deliver outcomes that align with the joint community outcomes outlined in the NCC and TDC LTPs 2018-2028 as follows:

NCC and TDC joint community outcomes	The Suter Gallery’s contribution to the delivery of joint community outcomes
Our unique natural environment is healthy and protected	<p>The Suter was built to respect its natural environment setting and features such as the boardwalk and management of storm water run-off are designed to protect flora and fauna, land and water quality.</p> <p>Exhibitions and public programmes can profile environmental issues and the environment is a collection development theme.</p>
Our urban and rural environments are people friendly, well planned and sustainably managed	<p>The Suter is a quality facility built with sustainability and accessibility in mind</p>
Our infrastructure is efficient, cost effective and meets current and future needs	<p>The Suter was purpose built, however needs and performance are regularly reviewed, for efficiency and cost effectiveness.</p>
Our communities are healthy, safe inclusive and resilient	<p>By providing a welcoming environment that respects our diverse community and visitors to the region; acknowledges and incorporates Māori culture and tikanga; that takes its role as a kaitiaki (caretaker) of our community’s taonga (treasures) as a primary responsibility</p>
Our communities have opportunities to celebrate and explore their heritage, identity and creativity	<p>By providing an arts centre in which inspiring art, heritage and cultural activities take place; that generates pride; celebrates our artistic and built heritage and values those things that make Nelson/Tasman special and unique.</p>
Our communities have access to a range of social, educational and recreational facilities and activities	<p>By providing opportunities for social engagement, quality recreational, educational and leisure opportunities for all ages, backgrounds and ability levels.</p>

<p>Our Council provides leadership and fosters partnerships, a regional perspective and community engagement</p>	<p>By demonstrating leadership in the arts community, promoting the development of Nelson arts and being the recognised custodian of Nelson/Tasman region’s artistic heritage.</p>
<p>Our region is supported by an innovative and sustainable economy</p>	<p>By encouraging a thriving arts, heritage and cultural community, through employment, exhibitions, promotion of Nelson/Tasman region’s arts, and as a destination tourism attraction.</p>

The Suter Trust will periodically meet with NCC and TDC staff and representatives to discuss outcomes, look at future opportunities, partnership activities and resourcing requirements.



Photo: Shannon Novak

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3. Objectives, Performance Measures and Targets

NOTE: The following chart indicates objectives and goals for The Bishop Suter Trust for three years and the target levels of performance. Targets for future years may need to be adjusted in light of trends that emerge, resourcing and capacity to deliver.

3.1 GOVERNANCE: Operate a visual arts destination of the highest quality:

- 3.1.1. Provide an arts centre and visitor attraction: **That is open 362 days of the year with a minimum of 100,000⁷ visits per annum to The Suter. Report six monthly with visitor statistics.**
- 3.1.2. Ensure that The Suter is well managed and operates within its agreed plans: **Reports, plans and budgets meet set deadlines. The Risk Management Plan is reviewed annually, and mitigation strategies identified are implemented (including cyber security, and response planning for natural hazards and climate change).**
- 3.1.3. Implement an asset management plan (maintenance and renewals) in relation to the Suter facilities and develop an assets' renewal fund, to be achieved from operational cash surpluses (before depreciation) to fully fund the BST's share of depreciation, over time; **Report on progress annually.**
- 3.1.4. Enact a management plan to reduce energy usage and carbon emissions: **Monitor and report on energy use six monthly and the impact of mitigations**
- 3.1.5. Be a good employer, fostering a culture of staff excellence and well-being by maintaining good employer policies, procedures and practices and providing a safe and healthy workplace; **Report on observance of policies, health & safety, turnover and related statistics.**

3.2 VISITOR EXPERIENCE: Inform and engage the public through the visual arts:

- 3.2.1. Provide a programme of regularly changing internally produced and externally sourced exhibitions: **10-15 exhibitions mounted per annum; Report 6 monthly on progress.**
- 3.2.2. Develop a forward exhibition programme that is diverse and stimulating, including internally produced and externally sourced exhibitions; **Exhibitions scheduled that meet the needs and interests of a broad audience. Report 6 monthly on progress.**

3.3 LIFE LONG LEARNING: Provide innovative educational opportunities

- 3.3.1. Provide learning experiences for regional school students that support their NZ curriculum studies based on The Suter's programmes and resources; **Target is 3,100 students from 25 schools as per the Ministry of Education (MoE)**

⁷ Modified forecast for 2020/21 assuming border restrictions, fewer tourists and a reduction in Suter Theatre patronage

LEOTC Contract Milestones⁸ & post visit evaluations indicate 90% satisfaction ratings of “fine” to “great”. At least one Education Advisory Committee meeting held per annum. Structured schools’ education programme delivery target: 5,000 students per annum.

- 3.3.2 Provide public programmes which enhance appreciation and enjoyment of the visual arts; **A minimum of 20 talks/ events/ activities are held per annum. Report 6 monthly on progress.**
- 3.3.3 Provide out-of-school and other art educational activities; **Minimum 80 SKC and other community learning sessions are delivered per annum.**
- 3.3.4 Provide and manage The Suter Volunteers’ programme: That provides av. >80 hours of contribution per month/ per annum **Report 6 monthly on progress.**

3.4 COLLECTION: Collect and preserve, record, communicate and display our artistic heritage.

- 3.4.1 Develop The Suter’s Collection in accordance with The Suter’s Collection Policy: **All acquisitions and de-accessions approved by the Trust comply with the Collection Policy and related procedures and are reported 6-monthly.**
- 3.4.2 The Collection is stored, handled and exhibited safely and securely: **The Collection is stored/displayed in environmental conditions that are in line with accepted museum practice (including temperature 18-22°C/ relative humidity 50-55%, pest control, archival materials, security and fire monitoring). There are no handling mishaps or other damage occurs to Collection items.**
- 3.4.3 Enhance knowledge and reputation of the Collection: Collection records are significantly upgraded to increase accessibility and usability, as a part of a project to make the collection searchable on www.thesuter.org.nz; **Collection records upgraded; 2020/21 all copyright cleared collection items are uploaded to www.thesuter.org.nz; Loans, reproductions and other collection requests are met in a timely fashion; Publishing occurs; Progress reported six monthly.**

3.5 COLLABORATIONS & PARTNERSHIPS: Partnerships that grow The Suter

- 3.5.1 Strengthen The Suter’s partnership with Iwi and Māori; **Honour the kaupapa of the Memorandum of Understanding [MoU] with Ko Te Pouāranga [KTP]; KTP input to programmes, collection and policy development; and co-develop toi Māori exhibitions. Report 6 monthly.**
- 3.5.2 Develop a collaborative Partnership Plan that actively engages both commercial partners and philanthropic sponsors to provide additional funding and/or supply goods and/or services to achieve project and programme goals. **Report 6 monthly on progress against our plan.**

⁸ LEOTC statistics count repeat same class visits once only, so actual numbers of students attending Suter Educator programmes at The Suter will be higher than the MoE Contract Milestone targets

- 3.5.3 The Friends of The Suter (FOTS) and Legacy Group are enhanced; **2020/21 FOTS review carried out; FOTS membership increases, activities and progress on patronage scheme. Report 6-monthly.**
- 3.5.4 The Suter contributes to other organisations and initiatives to promote Nelson/Tasman visual arts and heritage and provides leadership in fields of expertise to support both Councils provision of social /cultural wellbeing: **Report to Councils on contribution to the implementation of the Regional Arts Strategy, Heritage Strategy, and other related initiatives; report on contribution nationally in areas of expertise.**
-

4. Operating Framework

4.1. Background

The Suter has a long and rich history dating back to 1895 when Amelia Suter, widow of Nelson's second Bishop, Andrew Burn Suter, gave a collection of art works and land to encourage the establishment of an art gallery, as a memorial to her late husband. In 1896 the Bishop Suter Art Gallery Board of Trustees was formed, and a private Act of Parliament passed allowing the transfer and acquisition of property including a parcel of land adjacent to Queen's Gardens, the Matthew Campbell School buildings upon it and establishing a self-perpetuating form of trust.

The Bishop Suter Art Gallery Restructuring Act (2008) repealed The Bishop Suter Art Gallery Trustees Act (1896) the new Bishop Suter Trust was established, enabling The Suter to become a CCO of the Nelson City Council.

In May 1899 the Frederick de Jersey Clere designed Bishop Suter Memorial Art Gallery opened⁹ adjoined to the former Matthew Campbell School building. It was gradually added to including further gallery spaces, workshop and studio, Theatre, foyer shop and café.

In early 2015 everything bar the Original Gallery and Suter Theatre was demolished to enable new state-of-the-art facilities to be built, designed by Marc Barron of Jerram Tocker + Barron, a Nelson based firm and Warren & Mahoney. The Project was a partnership between the Trust and Nelson City Council and the new Suter Art Gallery Te Aratoi o Whakatū opened to the public on 2 October 2016.

Community involvement in The Suter is very evident in the significant financial contributions to that redevelopment, to the Collection and other projects. Over 90% of items in The Suter's collection have been donated or acquired through benefaction. Of national significance, the Collection includes historical and contemporary art works and ceramics by New Zealand artists, plus some international works.

⁹ This building is now generally referred to as the Original Gallery, registered as a category II historic place since 2008.

4.2 Governance, stakeholders and staffing

The Bishop Suter Trust has been formed by the NCC, as a charitable trust, and incorporated under the Charitable Trust Act (1957) to manage and operate The Suter. As a CCO, the NCC are responsible for appointing the majority of the members of the Board, comprising 7 trustees, including a representative of Ko Te Pouāranga and ex-officio, President of the NSAS. Trustees are appointed for three-year terms.

The Bishop Suter Art Gallery Trust Board has a longstanding relationship with the **Nelson Suter Art Society Inc.**, a voluntary run incorporated society which has traditionally occupied part of The Suter premises. The relationship is defined in deeds between the BST and NSAS

Friends of The Suter comprises approximately 350 plus memberships of which about a third are Life memberships. It is not an incorporated society. Members receive regular e-newsletters, and a range of events and activities are held to advance Friends' appreciation of art in general as well as support for The Suter. Reciprocal Friends' benefits have been agreed with Christchurch Art Gallery and Auckland Art Gallery.

The Legacy Group are patrons of The Suter who contribute to the **5 x 40 Acquisitions Fund / 10 x 10 Acquisitions Fund** or otherwise choose to provide significant support for specific Suter programmes or projects such as The Suter biennial Contemporary Art Project. They receive regular updates and have involvement in projects, plus events are held especially for them, in recognition of their generosity, interest and support.

Ko Te Pouāranga is the name of the group comprising representatives from each of the six recognised manawhenua Iwi organisations of Whakatu, Motueka and Mohua. A Memorandum of Understanding reviewed every 3 years establishes principles of partnership and confirms full, permanent as of right, Māori representation on the Board of The Suter as outlined in the Trust Deed. KTP hui tend to be held in conjunction with Te Tai Ao Komiti (Tasman Bays Heritage Trust), at least 4 times per annum.

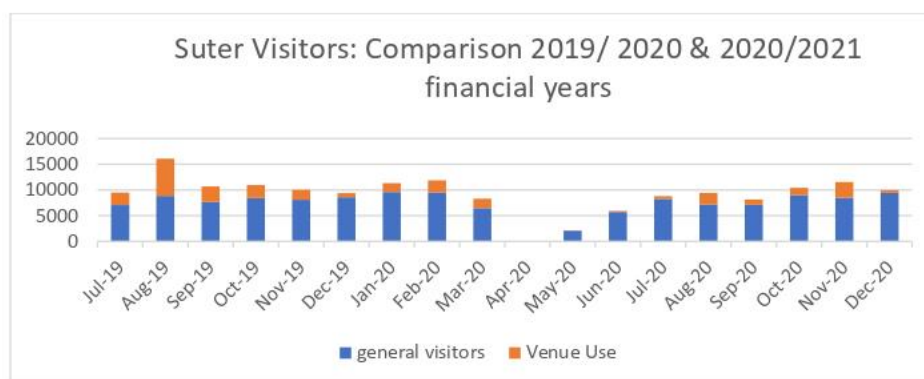
Staffing: (as at 1 March 2021) The Suter's staffing complement approximates to 8.5 F.T.E's across 7 day weeks; comprising 3 full- time staff and 8 part time. This increases with casuals and contractors to cover venue hire, graphic design, exhibition installation and maintenance and theatre technical expertise.

Volunteers: A formalised volunteer programme was introduced in August 2016. Volunteers are rostered front-of-house as visitor hosts, assisting with events and activities such as openings and fundraising; conducting visitor surveys; and behind-the-scenes with archives and collection research projects.

5. Operating Environment

The following factors are likely to influence The Suter over the next five years:

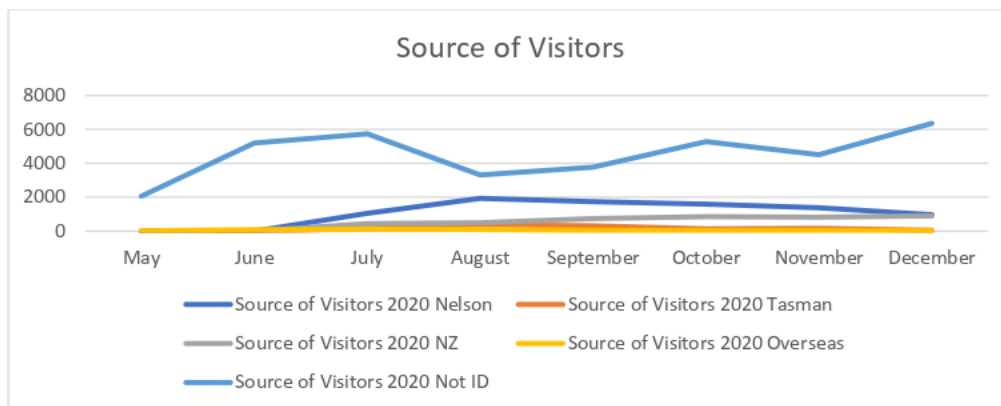
Visitor trends: Prior to COVID-19 The Suter’s annual visitor target was 130,000 visitors. COVID-19 has significantly impacted tourism and the economy and we modified our target for the 2020/21 financial year to 100,000 due to international travel restrictions, modified regional events’ programmes and the impacts on cinema and performing arts. Visitation certainly picked up by summer 2020/21 and so long as there are no major COVID restrictions put in place we hope to see visitor levels grow with all aspects of the venue back in action and booked ahead for festivals, film screenings etc.



Normally in the peak tourism season (late November-April) travellers to the Nelson region make up approximately 60% of The Suter’s visitors. We are increasing the profile of The Suter through tourism media, having a multi-platform website www.thesuter.org.nz, and via social media. We also need to make sure that we attract our community and apart from our exhibitions, public programmes and educational activities, normally events such as the NZ International Film Festival¹⁰ have been important for ensuring a consistent flow of visitors year round.



¹⁰ The NZIFF attendance accounts for the August 2019 spike in visitor numbers; March is normally heavily weighted to tourists-domestic and international; plus, on-site LEOTC class visits. April 2020 was COVID Lockdown Level4



Collecting: The Suter intends to continue developing its collection, by raising funds, using invested funds-generally tagged bequests and accepting relevant gifted art works. A collection of national significance with iconic pieces is both a drawcard and a source of local pride.

Collecting also includes art works that may be part of the building or able to be displayed outdoors and to this end The Suter intends to embark on fundraising to commission major public art works.

Contributors to the Acquisitions Fund will be actively involved in The Suter’s collection development and as our acquisitions’ programme gains momentum The Suter will continue to enhance our Collection of national significance.

The Trust’s philosophy is that the more Collection items are known and recognised, the more they will be sought out and treasured. To that end The Suter prioritises requests for loans or reproductions from its collection; and makes an effort to publish either on-line or in print featuring highlights of the Collection. It is also the Trust’s motivation for making the Collection available to search on-line, and to partner with Make/Shift to develop an ArtWalk in Nelson’s city centre featuring artworks from The Suter’s Collection.

Resourcing: One of The Trust’s key endeavours is to build income streams in addition to local government grants. Revenue comes from leases and venue hires, LEOTC Contract and life-long learning activities, sales (retail and commissions), grants and sponsorships. Additional income is derived from memberships, donations, events/activities and specific fundraising ventures. We expect however, that the philanthropic ‘space’ is likely to be challenging in the near future due to low interest rates and other impacts of COVID-19.

In 2020 we experienced a drop-in venue hire of our Theatre, Jane Evans Foyer, Mina Arndt Education Room and Library/Board Room compared to previous years due to fewer live performances, conferences, lectures and films. New ways of meeting such as Zoom may impact on the conference sector however we intend to proactively develop packages that make the most of the unique character and offerings of The

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Suter. The Suter Store situated in the Foyer has an emphasis on items made by Nelson/Tasman region's artists, other quality merchandise that appeals to locals and tourists alike, and which relate to Suter exhibitions and other public programmes.

Sustainability: The Suter will embark on putting into action recommendations that arise from an audit to identify possible energy savings and carbon emissions mitigations 'opportunities'. Currently The Suter team operate various "best practice" procedures for recycling, minimising waste and supporting environmentally friendly products and manufacturing methods throughout the operation and whilst these have varying degrees of success we have recently embarked on a more formal and structured approach to sustainability.

6. Accountability

6.1 Information to be provided to Nelson City Council

Half Yearly

By 28 February a six-month report covering Statement of Financial Performance and Statement of Financial Position, performance against targets, commentary on activities, cash flow statement, and other such information as the Trustees consider necessary to enable an informed assessment of the Trust's performance during the period being reported.

Annually:

Within three months of the end of the financial year (i.e. 30 September) the Trustees shall deliver to NCC an annual report which fulfils the requirements of Section 67 of the Local Government Act 2002, prepared to comply with International Financial Reporting Standards and audited financial statements in respect of the financial year, containing the following information as a minimum:

- A Trustees' Report including a summary of the financial results, a review of operations, and a comparison of planned and actual performance in relation to objectives.
- A financial statement disclosing actual and budgeted revenue and expenditure and comparative figures from the previous financial report.
- A statement of financial position as at the financial year end.
- A statement of cash flows.
- An Auditor's Report on the above statements and the measures of performance in relation to objectives.
- Any other matters that NCC and the Trustees agree shall be disclosed as appropriate.

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This Annual Report shall be made available for inspection at Council offices.

7. Prospective Financial Statements

7.1. Introduction:

The Suter's Statement of Intent covers the period 1 July 2021 to 30 June 2026. The financial information contained in the Statement of Intent has been prepared to assist the NCC consider The Suter's planned performance.

The prospective financial statements are based on assumptions as to future events that The Suter may reasonably expect to occur at the time when this information was prepared. Actual results may vary, and this variation may be material.

7.2 Statement of Significant Assumptions

The SOI shows that there will be net losses in general funds after depreciation. Accordingly, we need to build revenue to reduce and eliminate these over time. The extent to which we can achieve that in these post Covid times will determine the degree to which we need to gain grants or fundraise for future projects.

7.2.1. Fiscal support from local authorities: The Suter is an NCC CCO initiated with NCC's commitment to long term funding support set out in a Memorandum of Understanding. The TDC also provides an annual contribution, and the basis of this commitment is set out in the TDC's LTP, (not currently annually adjusted for CPI). To the extent the actual money allocated is less or more than that set out, The Suter will need to adjust its activity levels.

7.2.2. Other revenues: Other revenues reflect forecast visitor activity levels consistent with historic trends, obligations of lessees and the restrictions.

7.2.3. Special Purpose Funds The Suter has historic and ongoing bequests, gifts and contributions that generally have restrictions on use. These funds are shown separately on the balance sheet.

7.2.4. Operating Expenditure Operating expenditure is generally forecast to continue at historic levels adjusted for inflation.

7.2.5. Capital Expenditure The majority of Capital Expenditure during the period will relate to the ongoing asset renewals programme

7.2.6. Inflation: 1.9 % CPI adjustment was applied from the 2021/2022 financial year and the subsequent financial years' projected revenue from the NCC.

7.2.7. Trustees' Estimate of Trust Value: The Trustees estimate that the opening balance of funds in the annual accounts will represent the value of the Trust. The Trustees will advise NCC on an annual basis if they believe the value to differ

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materially from this state. The audited opening equity at 9 August 2008 is \$9,593,656¹¹.

7.2.8. Heritage Assets: This is represented by the Collection. Additions to the Collection will be recorded at either purchase price or market valuation for donated art works. The Collection is not regarded as a realisable financial asset and valuation is carried out for the purposes of insurance and compliance with NZ IFRS.

7.2.9. Dividend Policy: It is important to note that the shareholders of the Trust do not expect, nor anticipate, the Trust to pay dividends in the usual commercial manner. However, the Trust anticipates, through appropriate performance measures, to review annually the non-financial dividend which will be returned to our wider regional community.



¹¹ This is the date when The Bishop Suter Trust assumed responsibility for governance of The Suter Art Gallery

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Appendix I: Financial Budgets

The Bishop Suter Trust Business Plan 2021 to 2026		Actual YE 30 Jun 2020	Plan YE 30 Jun 2021	Plan YE 30 Jun 2022	Plan YE 30 Jun 2023	Plan YE 30 Jun 2024	Plan YE 30 Jun 2025	Plan YE 30 Jun 2026
Cpl			1.90%	1.90%	1.90%	1.90%	1.90%	1.90%
		\$	\$	\$	\$	\$	\$	\$
Statement of Comprehensive Income								
Income								
General Funds								
Non-exchange Revenue								
Donations & Sponsorships		36,080	22,250	33,850	34,495	35,150	35,825	35,825
Fundraising Events		17,578	70,000	70,000	100,000	100,000	100,000	100,000
Grants								
NCC - Operating		686,771	701,657	714,988	728,573	742,416	756,522	770,896
NCC - Depreciation		233,028	230,133	230,661	231,309	231,705	232,065	232,065
NCC - Capital, maintenance			0	0	0	0	0	0
TDC		87,813	87,813	87,813	87,813	87,813	87,813	87,813
Covid Wage Subsidy		68,837						
Total non-exchange Revenue		1,130,107	1,111,853	1,137,312	1,182,190	1,197,084	1,212,225	1,226,599
Exchange Revenue								
Investments		5,854	1,000	4,000	2,000	2,500	2,500	2,500
Exhibitions - commission		15,105	5,000	5,095	5,192	5,291	5,392	5,494
Education		72,647	75,000	75,000	76,425	77,877	79,357	80,885
Education Sponsorship		10,000	1,000	5,000	7,500	10,000	10,000	10,000
Retail and Membership (FoTs)		154,260	160,000	175,000	185,000	188,515	192,097	195,747
Rent and outgoings recovery		118,887	119,000	149,000	151,831	154,716	157,658	160,651
Other Income		3,482	250	1,000	1,000	1,000	1,000	1,000
Total Exchange Revenue		380,215	361,250	414,095	428,948	439,899	448,002	456,257
Total Income General Funds		1,510,322	1,473,103	1,551,407	1,611,138	1,636,983	1,660,227	1,682,856
Special Purpose Funds - Exchange Revenue								
Education Endowment Fund								
Income earned			100	150	250	400	600	600
Unrealised Market Adjustments		(179)	179	500	250	300	300	300
Maintenance and Depreciation Funds								
Income earned		12,325	4,500	5,000	6,000	7,000	8,500	8,500
Unrealised Market Adjustments		10,012	5,000	50,000	25,000	25,000	25,000	25,000
Cuthbertson Fund								
Interest and dividends earned		10,423	5,500	5,500	8,000	9,500	11,800	11,800
Cuthbertson Fund unrealised market adjustment		(26,131)	25,000	20,000	15,000	15,000	15,000	15,000
Burton Fund								
Income earned		3,017	1,500	2,250	2,750	3,000	3,000	3,000
Acquisitions Fund								
Legacy Group Income		26,208	40,000	50,000	60,000	75,000	100,000	100,000
Interest earned		78	400	250	300	400	550	550
Total Special Purpose Funds Income		35,753	82,179	133,650	117,550	135,600	164,750	164,750
Other Non-exchange Revenue								
Donated Collection Items at Valuation		53,065	10,000	10,000	10,000	10,000	10,000	10,000
Total Other Income		53,065	10,000	10,000	10,000	10,000	10,000	10,000
Total Revenue		1,599,140	1,565,282	1,695,057	1,738,688	1,782,583	1,834,977	1,857,606

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Appendix I: Financial Budgets continued

The Bishop Suter Trust Business Plan 2021 to 2026	Actual YE 30 Jun 2020	Plan YE 30 Jun 2021	Plan YE 30 Jun 2022	Plan YE 30 Jun 2023	Plan YE 30 Jun 2024	Plan YE 30 Jun 2025	Plan YE 30 Jun 2026
CPI		1.90%	1.90%	1.90%	1.90%	1.90%	1.90%
	\$	\$	\$	\$	\$	\$	\$
Expenses							
General Funds							
Personnel Costs	559,552	595,532	606,847	618,377	630,126	642,098	654,298
Audit	16,771	16,000	15,000	15,285	15,575	15,871	16,173
Administration	121,928	110,449	115,000	117,185	119,412	121,681	123,993
Governance	53,953	56,805	62,000	63,178	64,378	65,601	66,847
Exhibitions	96,176	123,570	125,000	127,375	129,795	132,261	134,774
Education	9,060	6,400	7,000	7,133	7,269	7,407	7,548
Retail (CoGS & FoTs)	73,073	84,900	75,000	79,296	80,792	82,327	83,892
Marketing			25,000	25,000	26,500	26,500	28,000
Collection	11,792	8,656	8,020	8,998	9,159	9,333	9,510
Facilities	139,297	162,905	160,000	163,040	166,138	169,295	172,512
Deferred maintenance and redevelopment planning	12,899						
Operating Costs	1,094,499	1,165,217	1,199,667	1,224,847	1,249,144	1,272,374	1,297,547
EBITDA (before redevelopment costs)	504,641	400,065	495,390	513,841	533,439	562,603	560,059
Depreciation and Loss on sale							
Depreciation Landscaping	22,962	22,962	22,962	22,962	22,962	22,962	22,962
Depreciation Buildings	380,920	380,920	380,920	380,920	380,920	380,920	380,920
Depreciations Plant and Equipment	62,173	63,582	67,132	70,532	73,032	75,532	78,032
Depreciation and Loss on sale	466,065	467,464	471,014	474,414	476,914	479,414	481,914
Total Expenses before Redevelopment	1,560,554	1,632,681	1,670,681	1,699,261	1,726,058	1,751,789	1,779,461
Redevelopment Fund Costs	76,209	0	0	0	0	0	0
Total Expenses	1,636,763	1,632,681	1,670,681	1,699,261	1,726,058	1,751,789	1,779,461
Earnings after Depreciation and Redevelopment	(37,023)	(67,399)	24,376	39,427	56,525	83,188	78,145
Net Surplus							
General Funds	(28,073)	(159,578)	(119,274)	(88,123)	(89,075)	(91,562)	(96,605)
Maintenance Fund	0	9,500	55,000	31,000	32,000	33,500	33,500
Redevelopment Fund	(76,209)						
Education Fund	0	279	650	500	700	900	900
Cuthbertson Fund	(15,708)	30,500	25,500	23,000	24,500	26,800	28,800
Burton Fund	3,017	1,500	2,250	2,750	3,000	3,000	3,000
Acquisitions Fund	79,318	50,400	60,250	70,300	85,400	110,550	110,550
Other Funds	35						
	(37,822)	(67,399)	24,376	39,427	56,525	83,188	78,145
Statements of Changes in Equity							
General Purpose Funds							
Opening Equity	13,513,972	13,485,899	13,090,188	12,746,253	12,426,821	12,106,041	11,782,414
Nelson City Council Equity subscription							
Transfer to Maintenance Fund		(230,133)	(230,661)	(231,309)	(231,705)	(232,065)	(232,065)
Surplus/(deficit) for the period	(28,073)	(159,578)	(119,274)	(88,123)	(89,075)	(91,562)	(96,605)
Closing Equity	13,485,899	13,090,188	12,746,253	12,426,821	12,106,041	11,782,414	11,453,744
Redevelopment Fund							
Opening Equity	4,804,859	4,728,650	4,728,650	4,728,650	4,728,650	4,728,650	4,728,650
Nelson City Council							
Transfer to Maintenance Fund							
Surplus/(deficit) for the period	(76,209)	0	0	0	0	0	0
Closing Equity	4,728,650	4,728,650	4,728,650	4,728,650	4,728,650	4,728,650	4,728,650
Maintenance Fund							
Opening Equity			239,633	525,294	787,603	1,051,308	1,316,873
Transfers In to Maintenance Fund		230,133	230,661	231,309	231,705	232,065	232,065
Surplus/(deficit) for the period		9,500	55,000	31,000	32,000	33,500	33,500
Closing Equity	0	239,633	525,294	787,603	1,051,308	1,316,873	1,582,438

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Appendix I: Financial Budgets continued

The Bishop Suter Trust Business Plan 2021 to 2026	Actual YE 30 Jun 2020	Plan YE 30 Jun 2021	Plan YE 30 Jun 2022	Plan YE 30 Jun 2023	Plan YE 30 Jun 2024	Plan YE 30 Jun 2025	Plan YE 30 Jun 2026
Cpi		1.90%	1.90%	1.90%	1.90%	1.90%	1.90%
	\$	\$	\$	\$	\$	\$	\$
Redevelopment Fund							
Opening Equity	4,804,859	4,728,650	4,728,650	4,728,650	4,728,650	4,728,650	4,728,650
Nelson City Council Transfer to Maintenance Fund							
Surplus/(deficit) for the period	(76,209)	0	0	0	0	0	0
Closing Equity	4,728,650	4,728,650	4,728,650	4,728,650	4,728,650	4,728,650	4,728,650
Maintenance Fund							
Opening Equity		0	239,633	525,294	787,603	1,051,308	1,316,873
Transfers In to Maintenance Fund		230,133	230,661	231,309	231,705	232,065	232,065
Surplus/(deficit) for the period		9,500	55,000	31,000	32,000	33,500	33,500
Closing Equity	0	239,633	525,294	787,603	1,051,308	1,316,873	1,582,438
Cuthbertson Fund							
Opening Equity	559,579	543,871	574,371	599,871	622,871	647,371	674,171
Unrealised Market Adjustments	(28,131)						
Surplus/(deficit) for the period	10,423	30,500	25,500	23,000	24,500	26,800	26,800
Closing Equity	543,871	574,371	599,871	622,871	647,371	674,171	700,971
Burton Fund							
Opening Equity	161,554	164,671	166,074	168,321	171,071	174,071	177,071
Surplus/(deficit) for the period	3,017	1,500	2,250	2,750	3,000	3,000	3,000
Closing Equity	164,571	166,071	168,321	171,071	174,071	177,071	180,071
Acquisitions Fund							
Opening Equity	1,772,209	1,851,525	1,901,925	1,962,175	2,032,475	2,117,875	2,228,425
Surplus/(deficit) for the period	79,316	50,400	60,250	70,300	85,400	110,550	110,550
Transfers							
Closing Equity	1,851,525	1,901,925	1,962,175	2,032,475	2,117,875	2,228,425	2,338,975
Other Funds							
Opening Equity	48,467	48,502	48,781	49,431	49,931	50,631	51,531
Surplus/(deficit) for the period	35	279	650	500	700	900	900
Transfers							
Closing Equity	48,502	48,781	49,431	49,931	50,631	51,531	52,431
Total Changes In Equity							
Opening Equity	14,860,640	14,823,018	14,755,619	14,779,995	14,819,422	14,875,947	14,959,135
Nelson City Council Equity subscription	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000
Surplus/(deficit) for the period	(37,622)	(67,399)	24,376	39,427	56,525	83,188	78,145
Closing Equity	20,823,018	20,755,619	20,779,995	20,819,422	20,875,947	20,959,135	21,037,280
The Bishop Suter Trust Statement of Financial Position							
Current Assets							
Cash and Cash equivalents	230,951	292,498	279,653	302,238	335,007	367,460	397,401
Cash on hand	540	540	540	540	540	540	540
Bank term deposit	350,000	350,400	450,650	550,950	651,350	751,900	852,450
Receivables	13,117	13,117	13,117	13,117	13,117	13,117	13,117
Accrued Interest Burton Fund	104	104	104	104	104	104	104
Accrued Interest Redevelopment Fund		0	0	0	0	0	0
Operations Term Deposit		0	0	0	0	0	0
Other Current Assets	50,582	50,582	50,582	50,582	50,582	50,582	50,582
GST receivable	7,061	7,061	7,061	7,061	7,061	7,061	7,061
Total Current Assets	652,335	714,202	801,607	924,573	1,057,743	1,190,746	1,321,237
Specific Purpose Investments							
Cuthbertson Investments	447,890	478,390	503,890	526,890	551,390	570,190	604,990
Burton Fund Investments	103,194	104,694	106,934	109,694	112,694	115,694	118,694
Education Fund Investments	9,930	10,219	10,859	11,359	12,059	12,959	13,859
Maintenance and Depreciation Funds	535,107	544,607	599,607	630,607	662,607	696,107	729,607
Total Specific Purpose Investments	1,096,111	1,137,900	1,221,370	1,278,620	1,336,820	1,403,020	1,467,220
Non Current Assets							
NCC Depreciation Fund	863,363	1,093,496	1,324,157	1,555,468	1,787,171	2,019,238	2,251,301
Collection							
Opening Balance	7,867,842	7,952,853	8,002,853	8,062,853	8,132,853	8,217,853	8,327,853
Additions from accumulated reserves							
Donated	53,065	10,000	10,000	10,000	10,000	10,000	10,000
Ex Cuthbertson		0	0	0	0	0	0
Ex Burton		0	0	0	0	0	0
Ex Acquisitions	31,948	40,000	50,000	60,000	75,000	100,000	100,000
Total Collection Assets	7,952,853	8,002,853	8,062,853	8,132,853	8,217,853	8,327,853	8,437,853
Property Plant and Equipment							
Land	442,000	442,000	442,000	442,000	442,000	442,000	442,000
Landscaping	459,249	459,249	459,249	459,249	459,249	459,249	459,249
Depreciation Landscaping	(85,245)	(109,207)	(131,169)	(154,131)	(177,093)	(200,055)	(223,017)
Work in Progress	0	0	0	0	0	0	0
Buildings and fitout	10,829,848	10,831,660	10,831,660	10,831,660	10,831,660	10,831,660	10,831,660
Additions / Redevelopment	1,812	0	0	0	0	0	0
Depreciation Buildings	(1,587,899)	(1,978,749)	(2,359,989)	(2,740,589)	(3,121,509)	(3,502,429)	(3,883,349)
Plant & Equipment	596,505	618,073	635,823	671,323	705,323	730,323	755,323
Additions	21,588	17,750	35,500	34,000	25,000	25,000	25,000
Depreciation Plant and Equipment	(258,473)	(320,055)	(387,185)	(457,720)	(530,752)	(606,205)	(684,317)
Property Plant and Equipment	10,411,435	9,981,721	9,528,208	9,085,792	8,833,878	8,179,464	7,722,549
	18,394,288	17,964,574	17,589,680	17,218,645	16,851,731	16,507,317	16,180,403
Total Assets	20,976,177	20,910,322	20,936,273	20,977,304	21,035,465	21,120,318	21,200,180

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Item 10: Bishop Suter Trust Half Year Performance Report to 31 December 2020 and Draft Statement of Intent 2021/2026: Attachment 2

Appendix I: Financial Budgets continued

The Bishop Suter Trust Business Plan 2021 to 2026		Actual YE 30 Jun 2020	Plan YE 30 Jun 2021	Plan YE 30 Jun 2022	Plan YE 30 Jun 2023	Plan YE 30 Jun 2024	Plan YE 30 Jun 2025	Plan YE 30 Jun 2026
Cpl		1.90%	1.90%	1.90%	1.90%	1.90%	1.90%	1.90%
		\$	\$	\$	\$	\$	\$	\$
Liabilities								
Current Liabilities								
GST Payable			0	0	0	0	0	0
Payables from exchange transactions	81,292	82,837	84,410	86,014	87,649	89,314	91,011	
Employee Entitlements	49,150	49,150	49,150	49,150	49,150	49,150	49,150	
Redevelopment accruals and retentions								
Other Liability								
Income In Advance	22,717	22,717	22,717	22,717	22,717	22,717	22,717	
Total Current Liabilities	153,159	154,705	156,279	157,884	159,520	161,185	162,882	
Long Term Liabilities								
NSAS Loan								
Total Long Term Liabilities	0	0	0	0	0	0	0	
Total Liabilities	153,159	154,705	156,279	157,884	159,520	161,185	162,882	
Net Assets	20,823,018	20,755,618	20,779,994	20,819,420	20,875,945	20,959,134	21,037,279	
The Bishop Suter Trust Equity								
Capital & Reserves								
General Purpose Funds	7,485,900	7,096,187	6,746,252	6,426,819	6,106,037	5,782,412	5,453,742	
Nelson City Council	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	
Redevelopment Fund	4,728,650	4,728,650	4,728,650	4,728,650	4,728,650	4,728,650	4,728,650	
Maintenance Fund		239,633	525,294	787,603	1,061,308	1,316,873	1,582,438	
Cuthbertson Fund	543,871	574,371	599,871	622,871	647,371	674,171	700,971	
Burton Fund	164,570	166,071	168,321	171,071	174,071	177,071	180,071	
Other Funds	48,502	48,781	49,431	49,931	50,631	51,531	52,431	
Acquisitions Fund	1,851,525	1,901,925	1,962,175	2,032,475	2,117,875	2,228,425	2,338,975	
Total Trust Equity	20,823,018	20,755,618	20,779,994	20,819,420	20,875,945	20,959,133	21,037,278	
The Bishop Suter Trust Statement Of Cash Flows								
CashFlows from operating Activities								
Sales of Good and Services	419,914	321,750	367,596	381,235	388,461	395,824	403,325	
Grants and Donations	907,078	970,220	1,009,151	1,066,594	1,099,318	1,139,838	1,154,986	
Interest and Dividends	18,256	13,000	17,150	19,300	22,800	26,950	26,950	
Payments to Suppliers	(609,601)	(568,140)	(591,246)	(604,866)	(617,384)	(628,611)	(641,562)	
Payment to Employees	(544,501)	(595,532)	(606,847)	(618,377)	(630,126)	(642,098)	(654,298)	
Net GST	1,291							
Net Cash flows from Operating Activities	192,437	141,297	195,804	243,885	263,069	291,903	289,391	
Cash Flows from Investing Activities								
Proceeds from sale of Financial Assets	100,000							
Purchase of Property Plant and Equipment	(24,495)	(17,750)	(35,500)	(34,000)	(25,000)	(25,000)	(25,000)	
Purchase of Collection Assets	(31,948)	(50,000)	(60,000)	(70,000)	(85,000)	(110,000)	(110,000)	
Purchase of Investments	(385,758)	(12,000)	(113,150)	(117,300)	(120,300)	(124,450)	(124,450)	
Net Cash flow from Investing Activities	(342,199)	(79,750)	(208,650)	(221,300)	(230,300)	(259,450)	(259,450)	
Cash flows from Financing Activities								
Repayment of Borrowings								
Net cash flow from Financing Activities	0	0	0	0	0	0	0	
Net Increase/(Decrease) in Cash and Cash equivalents	(149,762)	61,547	(12,846)	22,585	32,769	32,453	29,941	
Cash and cash equivalents at beginning of Period	381,253	231,491	293,038	280,193	302,778	335,547	368,000	
Cash and Cash equivalents at end of Period	231,491	293,038	280,193	302,778	335,547	368,000	397,941	

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Notes to the 2021-2026 SOI Budgets (Appendix 1):

- The budgets clearly separate activities between Operating and Special Purpose Funds which have independent and tagged purposes; these are:
 - Cuthbertson Fund – a historic bequest whose capital is invested, and growth tagged to purchase and care for collections items.
 - Burton Fund – a historic bequest whose capital is invested, and growth tagged to purchase collections items.
 - 5 x 40 & 10X10 Acquisitions Fund [Legacy Group] and Fields Pond – Specific funds sought and held in trust to purchase collection items, put the collection on-line, provide educative interpretation and a library.
 - Education Endowment Fund- Donated funds invested and tagged for educational purposes. These funds are currently deposited with others to take advantage of higher interest rates.
 - Asset Maintenance Fund: Redevelopment Fund – This fund has been established to provide for asset maintenance and renewal guided by the 25-year Asset Management and Maintenance Plan commissioned by the Trust upon completion of the Project and transfer of the balance of funds remaining after completion of the Redevelopment Project. The Asset Management and Maintenance Plan informs planning, funding and decisions that will ensure the redeveloped premises and related plant and equipment are properly maintained consistent with the provisions of the *Redevelopment Project Heads of Agreement* between The Suter and NCC and the Annex thereto.
- Total Exchange Revenue is budgeted to increase in the 2021-2022 year by 7.1% from a forecasted \$383,200 in the current 20/21 financial year to \$410,425. This is derived from increases in our overall commercial activity, especially retail which continues to go from strength to strength and better than expected venue hire revenue.
- Our Operating costs have been adjusted up slightly following specific cost reductions linked directly to our Covid responses last year. Property and Personnel costs remain our largest expense areas and we have made allowance for the impact of the Minimum Wage increase and potential Living Wage adjustments.
- Investment interest income has been kept conservative given the level of uncertainty remaining in the investment market.
- Our stronger than anticipated performance in the 20/21 year has seen our budget return to positive gains and we remain cautiously optimistic for the future.

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Appendix II: The Bishop Suter Trust Statement of Accounting Policies

Statement of significant accounting policies

i. REPORTING ENTITY

The Bishop Suter Trust (the Trust) is a charitable trust incorporated in New Zealand under the Charitable Trusts Act 2005 on 5 April 2008 and is domiciled in New Zealand. The Trust is controlled by Nelson City Council as a Council Controlled Organisation as defined under section 6 of the Local Government Act 2002, by virtue of the Council's right to appoint the Board of Trustees

The primary objective of the Trust is to provide the people of Nelson and visitors to the region access to our cultural heritage and to the many forms of contemporary cultural expression. This means communicating the diverse ideas and experiences that art offers to the widest possible audience by the presentation of quality visual arts programmes and by developing and caring for the permanent collection.

Accordingly, the Trust has designated itself as a public benefit entity for the purposes of New Zealand Equivalents to International Financial Reporting Standards (NZ IFRS).

ii. BASIS OF PREPARATION

Compliance

The financial statements of the Trust will be 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).

Financial statements will be prepared in accordance with NZ GAAP and comply with NZ IFRS, and other applicable Financial Reporting Standards, as appropriate for public benefit entities.

Measurement base

The financial statements will be prepared on a historical cost basis.

Functional and presentation currency

The financial statements will be presented in New Zealand dollars and all values rounded to the nearest dollar. The functional currency of the Trust is New Zealand dollars.

Changes in accounting policies

No changes in accounting policies are anticipated. In the event there are, they will be disclosed.

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iii. SIGNIFICANT ACCOUNTING POLICIES

Revenue

Revenue is measured at the fair value of consideration received.

Grants

Grants received from Nelson City Council and Tasman District Council are the primary sources 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. The Trust also receives grants from bodies such as Creative New Zealand, and these grants have restrictions on their use.

Council, government and non-government grants are recognized as revenue when they become receivable 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.

Other revenue

Products held for sale are recognized when a product is sold to the customer.

Where art works are donated in the Trust for nil consideration, the fair value of the work is recognised as income.

Interest income is recognised on receipt.

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.

Advertising costs

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

Borrowing costs

Borrowing costs are recognised as an expense in the period in which they are incurred.

Income Tax

The Trust has been granted Charitable status by the Inland Revenue Department, and therefore is exempt from income tax.

Leases

- Finance Leases

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The Trust has no finance leases.

- Operating leases

The Trust has 3 (tenancy) leases with other parties; these leases cover the Trust's Theatre, the Café and a special lease arrangement with NSAS. The income received from the leases is recorded as income on receipt. The Trust also has an operating lease for its photocopier.

There are no incentives attached to the leases.

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 3 months or less.

Debtors and other receivables

Debtors and other receivables are usually paid within a month. Other than operational grants, debtors are not significant.

Inventories

Inventories are held at the lower of cost or net realisable value. Any Trust published inventory remaining after 2 years is written off.

Investments

Investments are shown at actual or realisable value.

Property, plant and equipment

Land and buildings were re-valued for the Trust's opening balance. Plant and equipment were brought on at book value, i.e. cost less accumulated depreciation.

Additions

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or 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 recognised at cost. When 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 disposal are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposal are recognised in the statement of financial performance.

Subsequent costs

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

Depreciation

Depreciation is provided on a straight-line basis on all property plant and equipment at rates that will write-off the cost of the assets to their estimated residual values over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

Buildings	50 years (2%)
Improvements	20 years (5%)
Furniture and fittings	16 years (6.25%)
Computer equipment	5 years (20%)

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

Intangible assets

Software acquisition:

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

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

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

Staff training costs are recognised as an expense when incurred.

Amortisation

Computer software licences are amortised on a straight-line basis over their estimated useful life of 5 years. Amortisation begins when the asset is available for use and ceases

at the date that the asset is disposed of. The amortisation charge for each period is recognised in the Statement of Financial Position.

Impairment of property, plant and equipment and intangible assets

Property, plant and equipment are reviewed for impairment at each balance date. When impairment is recognised, the recoverable value of the asset is estimated, an impairment loss is recognised and the carrying value of the asset is reduced to its recoverable amount.

Impairment loss is recognised in the statement of financial performance.

Collection

The opening balance of the Collection is the deemed cost at market valuation at the commencement of the Trust. Items purchased for the Collection are recorded at cost. Items donated to the Collection are valued at the time of acquisition and recorded at valuation.

The value of the Collection assets is reviewed and reassessed from time to time. In accordance with IFRS, the Trust will apply an impairment test to the Collection each year.

The Collection is not depreciated.

Creditors and other payables

Creditors and other payables are measured at fair value.

Employee entitlements

Short term entitlements

Entitlements that the Trust expects to be settled within 12 months of balance date are measured at nominal values based on accrued entitlements at current rates of pay.

These include annual leave and holiday pay earned to, but not yet taken at balance date.

Good and Service Tax (GST)

All items on the financial statements are stated exclusive of GST, except for receivables and payables, which are stated on a GST inclusive basis. Where GST is not recoverable as input tax then it is recognized as part of the related asset or expense.

The net GST recoverable from or payable to, the Inland Revenue Department (IRD) is included as part of the 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.

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Budget figures

The budget figures are those approved by the Trustees at the beginning of the year in the Statement of Intent. This budget has also been reassessed post Covid to reflect the expected global downturn and reduced tourism numbers over the next year. The budget figures have been prepared in accordance with NZ IFRS, using accounting policies that are consistent with those adopted by the Trust for the preparation of the financial statements.

Critical accounting estimates and assumptions

The Trust has made a number of estimates and assumptions in the preparations of the financial forecasts.

- That Council funding will be consistent with the Memorandum of Understanding and Community Plans
- A consistent level of donations has been assumed
- Commercial revenue is based on visitor numbers and historical performance
- Expenditure costs have both an historical and an actual (if known) base

Critical judgement in applying the Trust's accounting policies

The Trustees must exercise their judgement when recognising grant income to determine if conditions of the grant contract have been satisfied. This judgement will be based on the facts and circumstances that are evident for each grant contract.



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Appendix III: The Trust's Approach to Governance

Governance Principles

The Trust operates to the Principles and Guidelines for Corporate Governance in New Zealand, published by the Securities Commission New Zealand;

- Trustees should observe and foster high ethical standards.
- There should be a balance of independence, skills, knowledge, experience, and perspectives among Trustees so that the Board works effectively.
- The Board should use committees where this would enhance its effectiveness in key areas while retaining board responsibility.
- The Board should demand integrity both in financial reporting and in the timeliness and balance of disclosures on entity affairs.
- The remuneration of Trustees and executives should be transparent, fair, and reasonable.
- The Board should regularly verify that the entity has appropriate processes that identify and manage potential and relevant risks.
- The Board should ensure the quality and independence of the external audit process.
- The Board should foster constructive relationships with NCC that encourage them to engage with the entity.
- The Board should respect the interests of stakeholders within the context of the entity's ownership type and its fundamental purpose.

The Role of The Trust Board

- Ensuring that the Trust operates in accordance with its Deed of Trust.
- Ensuring that the Trust meets its objectives as defined in this Statement of Intent.
- Ensuring the Trust complies with all its lawful obligations.
- Ensuring the NCC are kept well informed on all relevant issues and that there are "no surprises" on matters likely to cause community or political concern.
- Making any decisions as to policy that are not the preserve of general management and day-to-day administration.
- Employing the Gallery Director (including entering into a performance management agreement, reviewing performance and setting remuneration).

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- Ensuring sound financial management of The Trust.

Composition of The Board

- The Board is made up of 6 non-executive Trustees.
- Trustees are appointed by resolution of Council in accordance with the Trust Deed of The Bishop Suter Trust, the Council's policy for the appointment of Trustees and cognisant of the balance of competencies that shall include financial stewardship, expertise and knowledge in art matters and issues, education, tourism, regional development, promotion, iwi perspectives and cultural awareness¹².
- Ideally the BST should have a split of members who have business, marketing, human resources, legal and financial skills and those who have significant understanding of art, fundraising skills and networks, both local and national including in terms of patronage.
- The Trustees appoint a Chairperson at the first meeting after the AGM.

Board Remuneration

- The NCC will set total remuneration for the Board. The Board will from time to time determine their remuneration and apportionment of this allocation cognisant of The Trust's financial position.

Risk Management Policies

- The Board shall ensure that appropriate insurance is maintained on all insurable risks of the Trust, and in particular public liability insurance and insurance of the heritage assets.
- The Board shall ensure that the Trust has procedures in place to achieve compliance with all applicable legislation.
- The Board will complete a risk review annually and identify mitigations of those risks. Cyber security and environment risks form part of the evaluation
- The Chair of the Audit & Risk Sub-committee also sits on the Executive Health & Safety Committee as a Board representative. Minutes of meetings are distributed to all Trustees
- The Board shall complete a regular 25-year property maintenance & renewal plan.

¹² Section 13 clauses C; 2 & 3 The Bishop Suter Trust Deed of Trust

Guidance and Resources Provided to Board Members.

Sound financial management and systems that provide reports to the Board as follows:

- Statement of financial performance for the preceding month, year to date and year end projections.
- Statement of financial position at the preceding month end.
- Statement of cash flow for the preceding month and monthly update on expected year end position.
- Gallery Director's report addressing issues related to the Trust's performance against objectives (financial and non-financial).
- The Board will ensure that relevant training opportunities are made available to Trustees.

Board and management Succession Planning

- With a small staff it is not possible to have succession planning for all key positions e.g. Director, Curator or Educator, Commercial Manager as there are limited opportunities for internal promotion.
- Trustee succession relies on identification of competency needs prior to trustee rotation/replacement; and ensuring that there is cover during Trustee change (which may involve short duration extension of term(s) to provide transition support to an incoming trustee(s))

Board Performance Review

- A performance review is undertaken every 18 months. Initiatives arising from this include:
 - the need to focus on a Board succession programme
 - review of Board subcommittees and terms of reference



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Appendix IV: Index of Responses to the Statement of Expectation

As requested in the Letter of Statement of Expectations [SoE] sent to the Bishop Suter Trust Chair from the Office of the Mayor 16 December 2020

Ref. S.o.E.	Requirement	BST Sol references
1.1;1.2	Prospective financial statements	Appendix I pp22-32
1.3,1.4	Compliance with LGA and Public Records Act	Appendix III pp33ff The Trust's approach to Governance
1.5	Reporting on Health & Safety matters	Performance measure 3.1.5
1.6	Non- council revenue streams	p.8; p18 resourcing, p22 Statement of comprehensive Income & notes p26
1.7	Capital expenditure & asset management	P20; p26
1.8-1.11	Performance targets & measures Organisational description, intentions Strategic context	pp13-15 pp3-10 pp17-19
1.12; 1.14	Risk management and health & Safety	P7 and p34. A risk register is maintained and regularly reviewed by the Audit Risk & Remuneration Sub-committee. A comprehensive review of the Risk Register and process carried out in 2020/2021 Accepted BST mtg 18.02.2021. H&S reported monthly to BST mtgs. Related Performance targets: 3.1.2 & 3.1.5
1.13	Sustainability	p.19; related Performance target: 3.1.4
1.15	Governance Performance & recommendations for re-appointment recruitment of trustees	Appendix III p35; BST will notify by letter to Council skill sets, diversity etc required in advance of trustee terms ending.
1.16 and 1.17	Knowledge of tikanga Māori at governance level; consultation prior to decision making	Iwi appointed representation on BST; MoU between BST and Ko Te Pouaranga (Iwi Advisory komiti).

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		Ref. p16; related Performance objective: 3.5.1
Specific expectations to be include in the Sol of The Bishop Suter Trust		
1.18	Response to the effects of COVID-19 -on visitor numbers and budget Contribution to regional recovery efforts	Introduction pp3-4; visitor numbers p.17 related Performance objective/target:3.1.1 ref. footnote. Impact on non-council revenue p.18 Partnerships objective: 3.5.4. The BST is working closely with other arts, heritage, tourism and business development organisations
1.18.2	Planning and reporting	Section 3 pp13-15
1.18.3	Good employer obligations; Fair Pay, equal opportunities and Living Wage	related Performance objective:p3.1.5 ref. notes to the budget p26 3 rd bullet point re transitioning to paying the Living Wage
1.18.4	Development of the relationship with TDC	Services provided are linked to both TDC and NCC community outcomes pp11-12; particularly educational delivery and through outreach projects p.9 Related Performance objective:3.5.4
1.18.5	Resilience	See above 1.12; 1.14 entry
1.18.6	Governance & succession plan to id and mentor a future Chair of the Trust & for board members whose terms end 2021 and 2022	Development of a plan is on the Board's forward work programme and May 2021 Meeting. Notification of Trustees who intend to retire October 2021 will be given to Council in April See 1.15 above
1.18.7	Strategies to grow non-Council revenue	See 1. 6
1.18.8	Health & Safety learnings as a result of any previous incidents	Trust processes are of continuous review, eliminate minimise for improvement. See 1.12 above

A2579562



Office of the Mayor

16 December 2020

Craig Potton
Chair
Bishop Suter Trust
PO Box 751
Nelson 7010

Dear Craig

STATEMENT OF EXPECTATIONS

This Statement of Expectations is intended to inform the Bishop Suter Trust Board of the Council's high-level strategic direction and performance expectations in advance of your preparation of the Statement of Intent (SOI) 2021/22. In clarifying our expectations early, we expect that the passage through to acceptance by Council will be more efficient and effective.

Statement of Intent 2021/22

Nelson City Council expects that all its Council Controlled Organisations (CCOs) will treat the SOI as more than a strict compliance document and will aim for best practice. This will entail an SOI covering more than the statutory minimum requirements. To be effective, your SOI should tell the performance story of the Trust, providing a clear and succinct understanding of the Trust's purpose, the services it delivers and what success looks like. In line with the Local Government Act 2002, the Council is particularly interested in efficiency and effectiveness.

The SOIs must meet the requirements set out in the Local Government Act. As you know, the Local Government Act 2002 Amendment Act 2019 made a number of changes to the LGA that impact on CCOs. There is a replacement Schedule 8 in the LGA, which more clearly sets out the requirements for SOIs, differentiating between matters to be covered in all SOIs and those that are specific to trading and non-trading CCOs.

Council wishes to support the Trust in delivering a good SOI. We have assigned a senior manager to each CCO to assist. In your case, the person assigned will be Group Manager Community Services (Mark Preston-Thomas until 5 February 2021, then Andrew White from 9 February onwards) who is available to your team to assist throughout the process.



General expectations to be included in the SOI

The general expectations for all CCOs are as follows:

- 1.1 SOIs must include a complete set of summary prospective financial statements for at least three years (preferably five years) i.e. statement of comprehensive income, statement of financial position and cash flow statement.
- 1.2 SOIs should disclose measures like earnings before interest and tax (EBIT) and earnings before interest, tax, depreciation and amortisation (EBITDA) and balance sheet ratios where applicable.
- 1.3 SOIs must fully comply with Schedule 8 of the LGA.
- 1.4 In the Public Records Act 2005, a local authority includes CCOs. As such, the requirements of this Act and its related mandatory Information and Records Management Standard - July 2016 applies for the management, retention, and disposal of records.
- 1.5 Compliance with legislation and reporting on Health and Safety matters must be given due emphasis.
- 1.6 Where the Council makes a financial contribution to the operational costs of the organisation, the CCO should show how it intends to increase non-council revenue streams.
- 1.7 Capital expenditure and asset management intentions should be included.
- 1.8 CCOs should use the same information for both managing the business and reporting through to the Council, i.e. the information used for setting targets and reporting against them for the SOI should overlap and be a subset of the information used for internal reporting.
- 1.9 SOIs and other CCO reports should be in a plain style, concise, relevant, accessible and focused on meeting the needs of the shareholding councils and the public they represent. The use of graphs, tables and charts is expected to convey both financial and non-financial information along with trends (past, current and future numbers).
- 1.10 To be effective, the SOI must disclose the performance story for the CCO, providing a clear and succinct understanding of the CCO purpose, the goods and services it delivers and what success looks like. Providing a clear message to the boards on these requirements and other expectations will assist in ongoing improvements in the SOI and reporting.
- 1.11 The main aspects of the SOI performance story are:
 - Strategic context
 - Specifying and presentation of the outcomes framework
 - Main measures and targets, outcomes and objectives
 - Linking the strategy outputs performance together

Item 10: Bishop Suter Trust Half Year Performance Report to 31 December 2020 and Draft Statement of Intent 2021/2026: Attachment 3

- 1.12 Risk management: Council would like to understand in the SOI how the Board is considering and managing risks, including natural hazards and climate change.
- 1.13 Sustainability: Council would like to understand in the SOI how the Trust is addressing sustainability including carbon emissions and waste minimisation.
- 1.14 Health and Safety: given the Health and Safety at Work Act 2015 (the Act), it is appropriate for the Council to set out its expectations in relation to Health and Safety in the CCOs.
 - 1.14.1 Under section 44(3) of the Act elected members do not have a duty to exercise due diligence to ensure that any council-controlled organisation complies with its duties or obligations under the Act unless that member is also an officer of that council-controlled organisation.
 - 1.14.2 However, as a key funder it is still appropriate to set out expectations of Health and Safety management in CCOs.
 - 1.14.3 The Council expects the Trust to set appropriate Health and Safety strategy and policy, understand the nature of risks/hazards within the business, monitor performance and activities to ensure risk is being managed and review Health and Safety systems and performance.
- 1.15 Governance performance: in order to aid Council when making decisions on trustee remuneration and appointments, the Board should undertake regular evaluation of its own performance.
 - 1.15.1 Council expects this review to be carried out at least once every eighteen months.
 - 1.15.2 The Chair of the Board should reference this evaluation when making recommendations on the re-appointment or recruitment of Board members.
- 1.16 In addition, trustee recruitment must take account of the requirement in the LGA to ensure that when identifying the skills, knowledge, and experience required of trustees, consideration is given to whether knowledge of tikanga Māori may be relevant to the governance of that CCO.
- 1.17 Council requires that CCOs, before making a decision that may significantly affect land or a body of water, must take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga.

Specific expectations to be included in the SOI

- 1.18 The specific expectations in relation to the Bishop Suter Trust are:
 - 1.18.1 The Trust outlines how it will respond to the effects of COVID-19 including:

Item 10: Bishop Suter Trust Half Year Performance Report to 31 December 2020 and Draft Statement of Intent 2021/2026: Attachment 3

- Impacts on visitor numbers and budgets; and
 - How the Suter's activities contribute to and align with regional recovery efforts; and
- 1.18.2 Planning and reporting: improving performance reporting by the inclusion of quantifiable measures and SMART targets; and
- 1.18.3 Good employer obligations, including paying the Living Wage. Detail in the SOI how the Trust meets its good employer obligations under the LGA, particularly in relation to fair pay and equal employment opportunities; and
- 1.18.4 Development of the relationship with Tasman District Council. Describe work to be undertaken to strengthen the relationship with the Tasman District Council; and
- 1.18.5 Resilience: include in the SOI a risk management plan which details risks/hazards, mitigation strategies, response and recovery plans including in relation to cyber-attacks and natural hazards; and
- 1.18.6 Governance: include in the SOI a governance succession plan which details how the board will identify and mentor a future Chair of the Trust, and develop a succession plan for the Board members with terms ending in October 2021 and October 2022; and
- 1.18.7 Identify strategies to grow non-Council operational revenue; and
- 1.18.8 Health and Safety learnings as a result of any previous incidents.

If you have any queries, please contact Mark Preston-Thomas on 03 546 0421 or mark.preston-thomas@ncc.govt.nz in the first instance.

Please note that you will be notified of Council meeting dates for 2021 as soon as these have been confirmed.

Yours sincerely



Rachel Reese
Mayor of Nelson: Te Koromatua o Whakatū

cc Julie Catchpole, Suter Director

Development of Maitai Recreation Hub

1. Purpose of Report

- 1.1 To seek decisions on the development of the new Maitai Recreation Hub at the Waahi Taakaro Golf Course.

2. Recommendation

That the Community and Recreation Committee

1. ***Receives the report Development of Maitai Recreation Hub (R23742) and its attachment (A2605194); and***
2. ***Approves the development of the Maitai Recreation Hub at the Waahi Taakaro Golf Course location (Lot 1 DP 10588); and***
3. ***Approves, under section 53 of the Reserves Act, the erection of new structures, setting apart additional car parking and other facilities as necessary or desirable for the use of the reserve and development of the Maitai Recreation Hub.***

3. Background

- 3.1 Funding for a recreation hub in the Maitai Valley was included in the Long Term Plan 2018-28 following broad support being received from the community (e.g. through Long Term Plan and Annual Plan submissions). The hub was also included in the Implementation Plan of the Out and About On Tracks Strategy 2016. The 2018 *BERL* report on the economic benefits of mountain biking for Nelson suggests trail head facilities are important, including for events.
- 3.2 A recreation hub in the Maitai Valley would provide a destination for cycling trips from the City Centre at a suitable distance for a family return trip. The activities and associated facilities (including the existing golf course) would encourage more people to visit and enjoy the reserve, as well as acting as trailhead facilities for people using the surrounding areas for recreation.

Item 11: Development of Maitai Recreation Hub

- 3.3 Officers have been investigating a location for a recreation hub in the Maitai Valley for some time, with the two leading options being the area adjacent to the Maitai Valley Motor Camp (adjacent to Groom Creek), and at the Waahi Taakaro Golf Course (WTGC). These locations are shown in Figure 1.
- 3.4 The project has funding approved from the Ministry of Business Innovation and Employment's (MBIE's) Tourism Infrastructure Fund and has been on hold pending the outcome of discussions on land access with Koata Ltd (much of the surrounding recreation land is owned by Koata Ltd). Officers have been in contact with staff at MBIE who understand the situation and have agreed to extend the availability of the funding.

4. Discussion

- 4.1 The driver for a hub in the Maitai Valley generally stems from it being a strategic location in the trail network including a natural start/finish point for the Coppermine Trail. It is also hoped that providing trailhead facilities in the Maitai will relieve some of the pressure on the Brook Valley area and Codgers Recreation Hub which is often at or over capacity.
- 4.2 The focus of the Hub has shifted in recent years, due to planned new mountain biking trails on Fringed Hill not eventuating, uncertainty around the Gondola proposal, and increased demand for easier grade trails identified through the review of the Out and About - On Tracks Strategy engagement.
- 4.3 Earlier investigations focussed on the area immediately north of the Maitai Valley Motor Camp, which aligned with new trail proposals and the potential to work in with a Gondola should it eventuate. The proposed trails on Fringed Hill haven't been developed and not many trails begin or end in this area, therefore this location is not currently considered suitable.
- 4.4 More recently officers have been working closely with Sport Tasman, the Nelson Mountain Bike Club (NMTBC), the Nelson Tasman Cycle Trails Trust (NTCTT) and the Waahi Taakaro Golf Club, and there is now a consensus view that the hub be developed at the WTGC. The general area where a hub would be focussed at the WTGC is shown in Figures 2 and 3.
- 4.5 The location aligns well with an emerging theme within the Out and About - On Tracks Strategy review work which suggests the Maitai Valley is a logical option to develop more family friendly off-road cycling options (the WTGC option will enable more of a destination to be created for families, given the existing buildings, services and facilities).

Item 11: Development of Maitai Recreation Hub

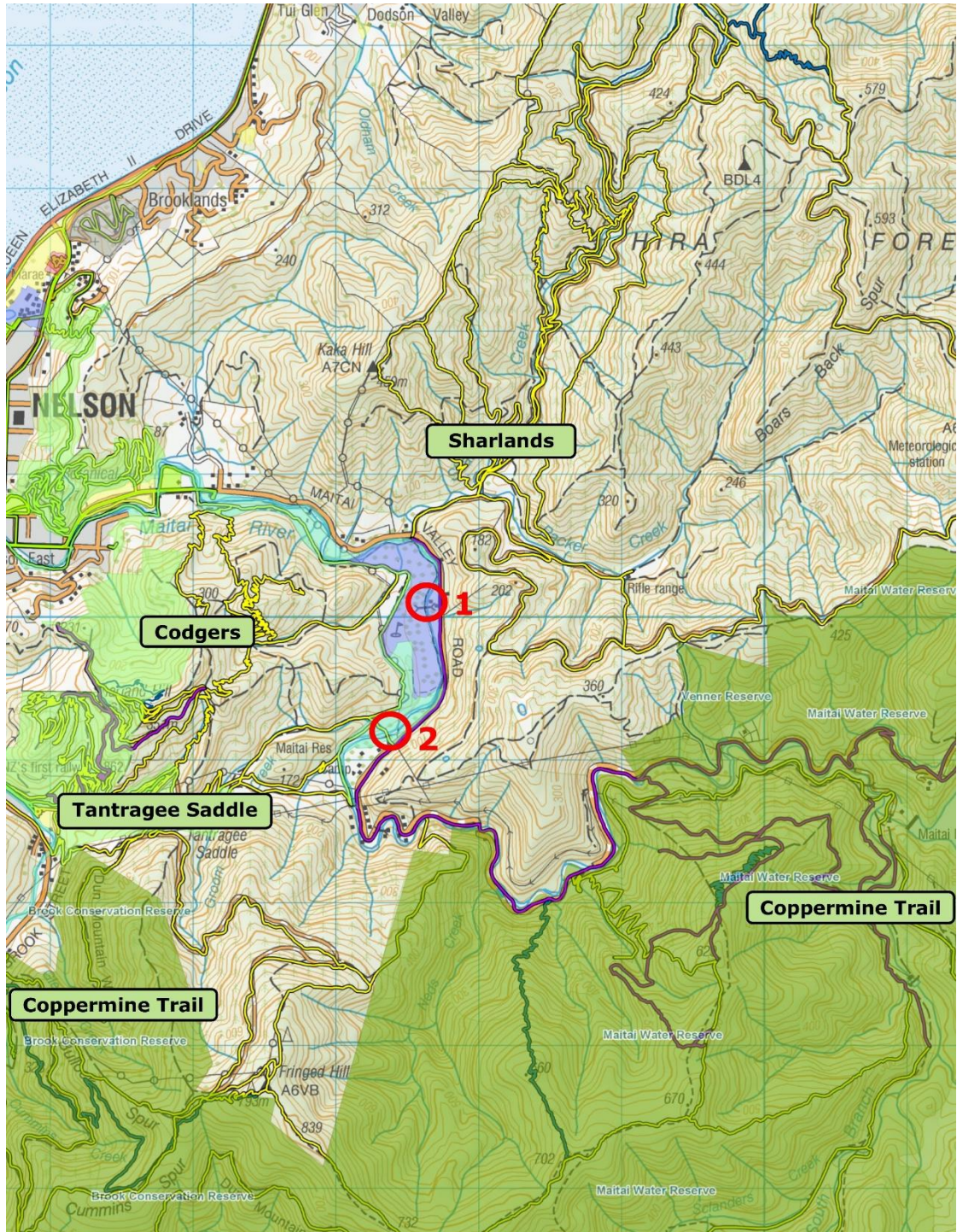


Figure 1: Potential locations for Maitai Recreation Hub. 1: at the Waahi Taakaro Golf Course (shaded purple area is within Lot 1 DP 10588); 2: adjacent to the Maitai Valley Motor Camp.

Item 11: Development of Maitai Recreation Hub



Figure 2: Waahi Taakaro Golf Course showing logical location for hub.

Item 11: Development of Maitai Recreation Hub



Figure 3: View southeast towards proposed hub site, showing Waahi Taakaro Golf Club House.

- 4.6 The shared use proposal also aligns with objectives from the Top of the South Places and Spaces Strategy, which promotes collaborative approaches to facility use.
- 4.7 Conceptual investigations are underway and there is broad agreement from the above groups that the WTGC site is a great opportunity that builds on existing facilities and enables different entities to operate together in a shared space. Letters of support have been received and are provided in Attachment 1.
- 4.8 A key aim of the development is to enable more people to use and enjoy the reserve. It would be centred around the existing buildings (elements of the buildings and facilities within would be shared with the Golf Club), and impacts on the golf playing area would be minimal.
- 4.9 At the time of writing layout design details were still being worked through, but the development will likely provide the following activities and facilities:
- an additional car parking area
 - outdoor decking
 - recreation activities including a pump track and a skills area
 - information and signage
 - bike wash down
 - bike repair station
 - café and/or equipment hire/sale (any commercial activity would be subject to a separate concession process)

Item 11: Development of Maitai Recreation Hub

- water fountain
- additional toilets (e.g. composting toilets).

- 4.10 Consultation with key stakeholders is underway, and a letter was sent to nearby residents during the week of 15 March 2021, advising them that the WTGC site was being investigated and inviting them to make contact if they wished to discuss it. Those living nearer the Maitai Valley Motor Camp who were contacted in 2019 as part of the original investigation were also sent an email updating them on the WTGC site option. At the time of writing two responses had been received, one in support and the other raising concerns around traffic (officers have met with the resident and believe these concerns can be addressed through design). A verbal update will be provided at the meeting if any further responses are received.
- 4.11 At the time of writing, investigations into what consents would be required, if any, were underway.

5. Legal considerations

- 5.1 The recommended site is gazetted as Recreation Reserve and is administered by Council under the Reserves Act 1977 (RA). Council has no current management plan relevant to the reserve.
- 5.2 Council is required to administer the reserve in accordance with the appropriate provisions of the RA and must ensure that any development is for the purpose for which it is classified (section 40 of the RA).
- 5.3 The purpose of recreations reserves includes:
- 5.3.1 Providing areas for the recreation and sporting activities and physical welfare and enjoyment of the public; and
 - 5.3.2 Protection of the natural environment and beauty of the countryside with an emphasis on the retention of open spaces and on outdoor recreational activities (section 17 of the RA).
- 5.4 It is considered that use of the Waahi Taakaro Golf Course reserve for development of the Maitai Recreation Hub is consistent with the recreation purpose of the reserve.
- 5.5 Council's powers in respect of recreation reserve are set out in section 53 of the RA. This includes powers:
- 5.5.1 To erect buildings or structures associated with and necessary for use of the reserve for outdoor recreation;
 - 5.5.2 Set apart parts of the reserve for gardens, open spaces, footpaths, driveways or picnic grounds or like facilities for public recreation or enjoyment or for facilities and amenities necessary for the public using the reserve;

Item 11: Development of Maitai Recreation Hub

- 5.5.3 Set apart parts of the reserve for parking places for vehicles necessary for the convenience of people using the reserve;
- 5.5.4 Do such things as may be considered desirable or necessary for the proper and beneficial management, administration and control of the reserve.
- 5.6 These powers must be exercised in a manner that gives effect to the purpose of recreation reserves as set out in section 17 of the RA (referred to above).
- 5.7 It is considered that Council has the necessary powers to develop the facilities associated with the Maitai Recreation Hub under section 53 of the RA. Golf Club membership has seen a slight overall decline in the past decade, and it is considered that the development of recreation related infrastructure will enhance the use and enjoyment of the reserve by the public. In particular it is hoped that the skills park, pump track and other facilities will attract families to visit the reserve, and also use the reserve as a base to explore surrounding trails. The increased use of the reserve by a wider range of the public may even serve to boost Golf Club membership.

6. Options

- 6.1 Two options are presented below for consideration as detailed below. Officers support Option 1.

Option 1: Approve the development of the Maitai Recreation Hub at the Waahi Taakaro Golf Course (including associated structures, carparking and other facilities)	
Advantages	<ul style="list-style-type: none">• Supported by Sport Tasman, the Nelson Mountain Bike Club, the Nelson Tasman Cycle Trails Trust and the Waahi Taakaro Golf Club• Cost is not considered to be a determining factor in deciding the location, however co-locating with an existing building is likely to produce some savings (or opportunity for additional investment).• If demand for a hub is less than anticipated, investing in an existing facility carries less risk• Builds on existing infrastructure, services and facilities• Co-locating means activity is focussed at one location, meaning fewer visitor destinations in the Maitai Valley (likely to be more acceptable with residents)• Closer to Sharlands Valley trails

Item 11: Development of Maitai Recreation Hub

	<ul style="list-style-type: none"> • Suited to events (NMTBC is already using the venue for events) • Existing amenity well suited to a hub destination • Recreation Reserve status supports development of hub
Risks and Disadvantages	<ul style="list-style-type: none"> • Risk of opposition from some in the golfing community, e.g. the hub displaces users (noting however that events are already occurring at this site) • With either option there is a risk that the approved MBIE funding is withdrawn due to the project delays • With either option construction must be either completed or paused in time for the Enduro World Series event scheduled to be held at the Waahi Taakaro Golf Course in April 2022
Option 2: Continue investigating the development of the Maitai Recreation Hub adjacent to the Maitai Valley Motor Camp	
Advantages	<ul style="list-style-type: none"> • More land available for expansion at this location e.g. during events • Not sharing with another entity gives the hub its own identity (and may be preferred by users of the golf course)
Risks and Disadvantages	<ul style="list-style-type: none"> • No existing infrastructure so greater cost, and a greater risk starting from scratch if demand for hub not realised • Lost opportunity to improve facilities at golf course • Creates another visitor destination in the Maitai Valley, which is likely to be less acceptable to residents • Closures will be required during forestry harvests as trucks enter and exit via Groom Creek Road • More challenging to meet Reserves Act requirements for recreation hub development in this location

7. Conclusion

- 7.1 Officers have been working with stakeholders in relation to developing the Maitai Recreation Hub and recommend locating the hub as a shared facility at the Waahi Taakaro Golf Course.

8. Next Steps

8.1 Officers propose continuing to work with MBIE and stakeholders to design and construct a recreation hub at the Waahi Taakaro Golf Course. It is hoped that construction will commence in the 2021/22 financial year.

Author: Paul Harrington, Team Leader Parks and Facilities Activity Management

Attachments

Attachment 1: A2605194 - Letters of support for Maitai Hub to be located at Waahi Taakaro Golf Course (Sport Tasman, NMTBC, Waahi Taakaro Golf Club, NTCTT) Mar2021 [↓](#)

Important considerations for decision making
1. Fit with Purpose of Local Government The recreation hub promotes social wellbeing of the community by offering family-orientated recreation opportunities.
2. Consistency with Community Outcomes and Council Policy The hub assists with the following community outcomes: <ul style="list-style-type: none">• Our infrastructure is efficient, cost effective and meets current and future needs (proposal to share with Golf Club create efficiencies)• Our communities are healthy, safe, inclusive and resilient (hub provides for and recognises health benefits of exercise)• Our communities have access to a range of social, educational and recreational facilities and activities• Our Council provides leadership and fosters partnerships, a regional perspective, and community engagement (hub is a partnership with Golf Club, is linked to land access work with Koata Ltd, and has involved working with a range of stakeholders)• Our region is supported by an innovative and sustainable economy (hub acknowledges the contribution mountain biking makes to the local economy).
3. Risk The proposed Hub has been included in the 2018 LTP and is part funded by MBIE. Development of a hub in this location carries a lower risk as it is shared with another entity.
4. Financial impact The project is already included in the 2018 LTP. A decision on the location is not considered to have a significant bearing on maintenance costs.
5. Degree of significance and level of engagement This matter is of medium significance because it represents a change in use and amenity for the golf course. Engagement has been underway with the Waahi Taakaro Golf Club, Nelson Mountain Bike Club, Nelson Tasman Cycle Trails Trust and Sport Tasman, all of who are supportive of the recommendation. Nearby residents have also been contacted.

6. Climate Impact

The substantive decision to progress a hub in the Maitai Valley has already been made through the project's inclusion in the 2018-28 LTP. This report and the associated decision in relation to location is not of high significance to climate change, however it is noted that the recommended option seeks to utilise an existing building and so would be expected to have less construction impact. A separate project to develop a connecting cycle trail up the Maitai Valley will encourage users to cycle instead of using vehicles.

7. Inclusion of Māori in the decision making process

A report relating to access into Koata Ltd land (R20332) was presented to the 5 November 2020 Sports and Recreation Committee, which resulted in a decision that enabled the hub to progress. No further engagement with Māori has been undertaken in preparing this report.

8. Delegations

The Community and Recreation Committee has the following delegations to consider the location of a Recreation Hub in the Maitai Valley.

Areas of Responsibility:

- *Parks and Reserves, aside from Saxton Field (a matter for the Saxton Field Committee)*
- *Recreation and Leisure Facilities and Services, including swimming pool facilities and Waahi Taakaro Golf Course*

Delegations:

- *The committee has all of the responsibilities, powers, functions and duties of Council in relation to governance matters within its areas of responsibility, except where they have been retained by Council, or have been referred to other committees, subcommittees or subordinate decision-making bodies.*



Sport Tasman

PO Box 3197
Richmond, Nelson 7050
142 Saxton Road East
Stoke
Nelson 7011

Ph 03 546 7910

24 March 2021

To whom it may concern,

Sport Tasman is very pleased to support Nelson City Council plans to develop a Maitai hub based at Wāhi Tākaro golf club providing facilities and shared services to prospective multiple sport and recreation organisations. This aligns to outcomes of Sport Tasman's strategic plan to help address the decreasing participation in organised sport and to improve the experience and participation opportunities, especially for young people, in addition to enhancing sport and recreation facility planning and development.

We advocate for and strongly support the value of proposed sport and recreation hubs such as this, to ensure sustainable physical activity offerings for the local community. The proposed Maitai hub is an opportunity to attract more young people, providing them with quality experiences to encourage lifelong habits to engage in physical activity, improving community wellbeing through active recreation and sport.

As such we fully support the location of a community sport and recreation hub at the Wāhi Tākaro golf club.

Your sincerely

Tony Thomas
General Manager – Spaces & Places
Sport Tasman

www.sporttasman.org.nz

Sport Tasman is a registered
Charitable Trust (CC11102)

A2605194

Nelson Mountain Bike Club
P O Box 82
Nelson 7040
www.nelsonmtb.club
info@nelsonmtb.club



24 March 2021

Paul Harrington
Team Leader
Parks and Facilities Activity Management
Nelson City Council

Dear Paul

NEW MOUNTAIN BIKE HUB IN THE MAITAI

On behalf of the Nelson Mountain Bike Club committee, I confirm that NMTBC supports the creation of a new mountain bike hub at the Waahi Takaaro Golf Course in the Maitai. NMTBC have been working with Nelson City Council staff and can see many benefits in utilising this existing facility. With appropriate linking trails across the Golf Course and to the existing trail network, the Golf Course is ideally located. Joint use of this NCC facility will see a broader range of the community being able to enjoy it.

We look forward to working with NCC and the Waahi Takaaro Golf Course to make this an exceptional community asset.

Yours sincerely

Belinda Crisp
Club Manager
Nelson Mountain Bike Club

A2605194

NBS Waahi Taakaro Golf Club Inc



PO Box 821
Phone 03 548 7771
Email: waahitaakaro@xtra.co.nz
336 Maitai Valley Rd
Nelson

To Paul Harrington,
Team Leader, Parks and Facilities Activity Management,
Nelson City Council
March 25, 2021

Dear Paul,

We write to express our strong support for a recreational hub based at the Waahi Taakaro Golf Course and Club, which we have been advocating for since 2015. During that time we have made several submissions to the council's long term plan on the subject, the last being in 2020. It is heartening that the idea has now found favour and funding.

Over the last few months the golf club, the Nelson Mountain Bike Club, the Nelson Tasman Cycle Trail Trust, Sport Tasman and Nelson City Council planning staff have met regularly to discuss what a recreational hub at the golf course would look like and have made good progress towards formulating what shapes as an exciting concept plan that has the potential to benefit all parties and provide an important community facility in what is a rapidly growing recreational area.

Much still needs to be decided, including how such a hub would be administered and funded and by whom and ensuring the integrity of the golf course is maintained. However, we are confident that with good will, appropriate financial support and some give and take that we can reach agreement relatively quickly.

In the meantime in a nod to the future, the golf course will host a national mountain bike event this Easter and a Tasman secondary schools cross country in May. An international mountain bike event is scheduled to use the golf course in April 2022.

Yours sincerely

A handwritten signature in blue ink that reads "John Towns".

John Towns, club president

A handwritten signature in blue ink that reads "Peter Watson".

Peter Watson, club manager

A2605194

Item 11: Development of Maitai Recreation Hub: Attachment 1



29th March 2021

Nelson City Council
PO Box 645
Nelson 7040

Attention: Paul Harrington

Dear Paul,

I am writing as the Chair of the Nelson Tasman Cycle Trail Trust to support the proposal to build a cycle hub at the Waahi Takaaro Golf Club in the Maitai Valley.

The Trust works closely with Nelson City Council on development of trails and cycling related infrastructure in the region, and through its management of the Coppermine Trail, sees several benefits to creation of a cycle hub in this area. These benefits include:

- Potential relocation of the official start of the Coppermine Trail to this hub to reflect the start/end of the journey. It is often noted in survey feedback that this is a more logical start and finish location.
- Increased cycle specific facilities for accessing the Coppermine Trail and wider trail network, which is required due to the over-used Brook Street/Andrews Farm cycle hub.
- Additional facilities, to complement the existing licenced café and associated facilities.

At a broader level, the Maitai holds considerable potential to enhance the Nelson trail network with a focus on family friendly and beginner trails. The Trust is supportive of the draft proposal which includes linking trails along the Maitai, and a skills development area immediately adjacent to the clubhouse facilities.

We are seeing growing interest in cycling in Nelson region – both from the local community, and from visitors. We are keen to capitalise on the interest and opportunity to strengthen this region's positioning as one of New Zealand's leading destinations for cycling oriented tourism, and to provide high quality community infrastructure with strong health and economic benefits.

Coppermine Trail counters at the at the Brook/Codgers site show a total of 104,068 users (pedestrian and cyclist) in 2020 and that recreational use of this area has increased 2019-2021. If January – March figures are looked at, total user numbers have increased from 20,675 (in 2019) to 27,336 (in 2021). We expect this trend to continue. The Codgers area appears to be popular all year round and is used daily – with use most heavy at the weekends and in the summer months. See Attachment 1 for detail.

We encourage the Council to maintain this momentum. We are happy to provide the Trust's support to assist Council staff where our expertise can help with cycle trail work and targeting funding for construction and maintenance.

Yours sincerely

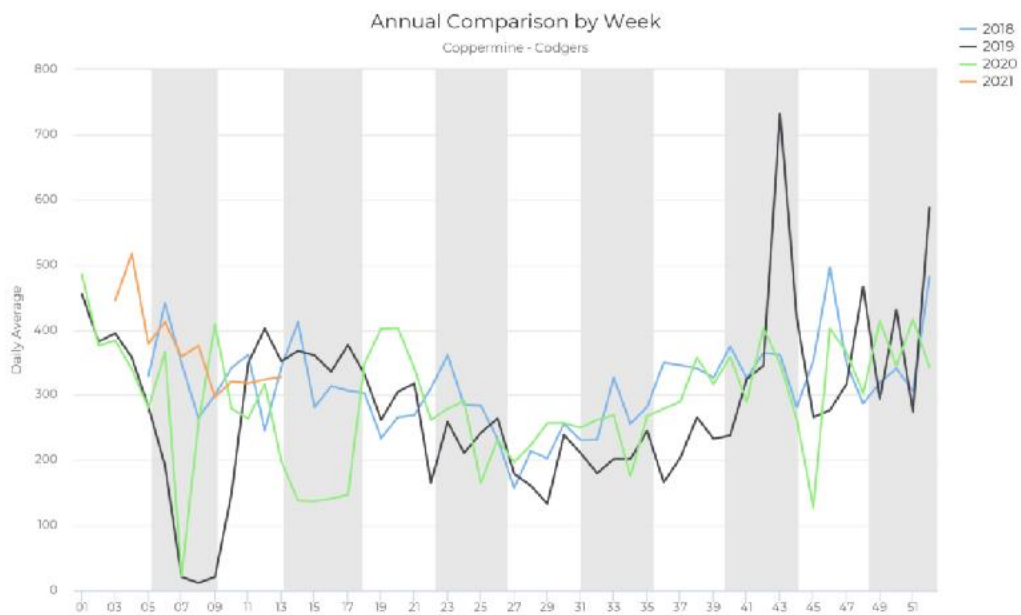
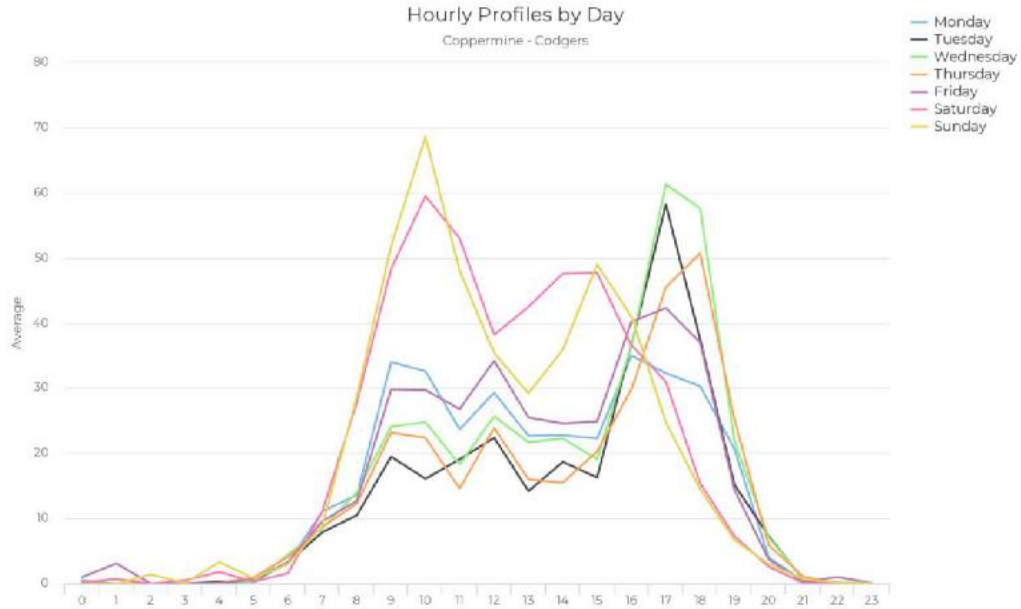
Gillian Wratt, Chair

Nelson Tasman Cycle Trails Trust
P O Box 381, Nelson, Nelson 7040. New Zealand
admin@heartofbiking.org.nz www.heartofbiking.org.nz

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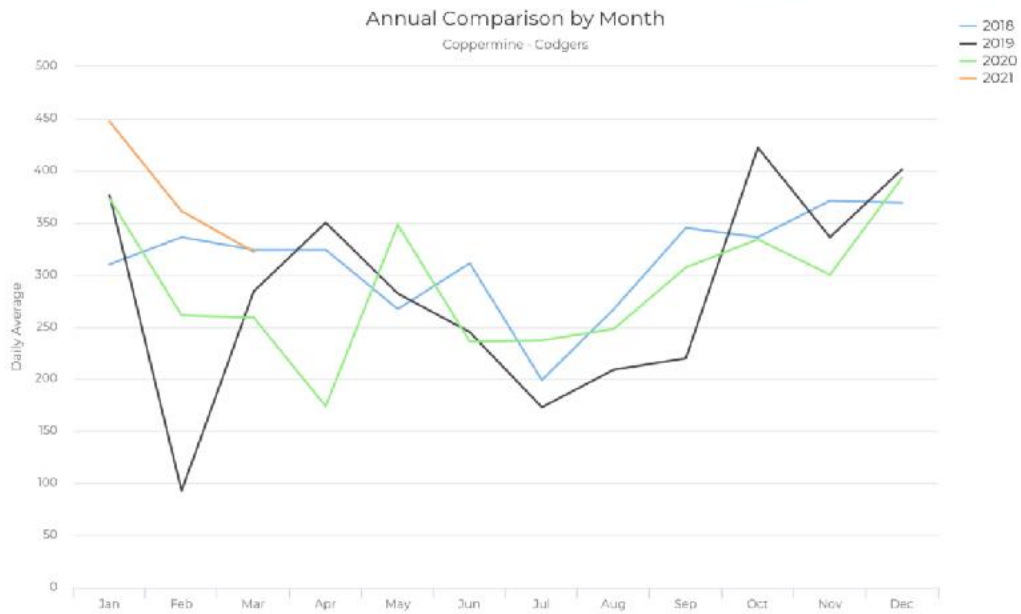
Attachment 1: Codgers Cycle Eco Visio Counter Data



Nelson Tasman Cycle Trails Trust
 P O Box 381, Nelson, Nelson 7040. New Zealand
admin@heartofbiking.org.nz www.heartofbiking.org.nz

A2605194

Item 11: Development of Maitai Recreation Hub: Attachment 1



Nelson Tasman Cycle Trails Trust
 P O Box 381, Nelson, Nelson 7040. New Zealand
admin@heartofbiking.org.nz www.heartofbiking.org.nz

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