AGENDA

CRICKLEWOOD FOREST PARTNERSHIP

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NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of Cricklewood Forest Partnership will be held at the Putere Accommodation Complex on Friday 8th April 2016 commencing at 9.30am.

This is held in conjunction with Glenlea, Oak Bridge, Quail Ridge, Sherwood, Stoney River, Woodlands, Hyde Park Forest Partnerships and Woodleigh Forest Ltd.

PROGRAMME

9.30 – 9.45am	Registration and morning tea
9.45 – 10.00am	Welcome & opening of meeting
10.00 - 12.30pm	Forest visit – meeting continues.
12.30 – 1.30pm	Lunch at the Complex
1.30 onwards	Afternoon session of the meeting continues

Times are approximate and the tour of the forests will proceed regardless of the weather, so please bring warm clothing, wet weather gear and suitable footwear that will handle mud and wet grass.

AGENDA

1. Welcome & Opening
2. Appointment of Chairperson
3. Apologies and Proxies
4. Presentation of Minutes from previous meeting
5. Matters arising from Minutes
6. Reports and Financial Statements - To receive and adopt the Roger Dickie Report and Forest Management New Zealand Ltd Report.
7. To receive the draft Financial Statements for the Year ending 29 February 2016 – To be approved by online voting once audited. (see note)
8. To consider and adopt the Public Liability Insurance
9. To receive and adopt the 2016-2017 Budget Cashflow
10. Consideration of the Resolution
11. General Business

RESOLUTION

To consider and if thought appropriate, pass the following resolutions:

‘That the Administrator be authorised to instruct the harvest managers to carry out the harvest of the older trees on the Partnership land’

Explanation
There are small stands of older trees in the forest and the Forest Manager needs to be able to take advantage of market conditions when a contractor is in the area

PROXY VOTING

Please complete the Proxy Form and return to our office by Wednesday 6th April:

- **Vote on-line** via the link to the Proxy (as sent to you via email); or
- **Scan and email** to abbey@rogerdickie.co.nz; or
- **Fax** to 06 346 5369; or
- **Mail** to Roger Dickie (NZ) Ltd, PO Box 43, WAVERLEY 4544.

- Partners are advised the budget is included with the Agenda and Proxy; however you may wish to wait for the Financial Statements and Reports before voting. These will be distributed shortly.
- **NOTE:** Previously, financial statements were passed 'subject to audit' however, under new FMCA rules only audited accounts can be approved. As audits will not be completed prior to the AGM, draft accounts will be distributed and discussed.
  Audited accounts will then be distributed and partners will be asked to approve the accounts via online voting. In the unlikely event there is any change from the draft accounts partners will be advised.

DOCUMENTS

The following documents are included with the Agenda:

- Proxy Form *(can be completed online)*
- Budget Cashflow Statement for the Year Ending 28 February 2017
- Partnership Listing (Please advise any address changes both postal and email)

ATTENDANCE/CATERING

If you are attending the AGM please assist by advising the office as soon as possible. **It is important we have accurate numbers for catering purposes.**

DIRECTIONS

The Putere Accommodation Complex is located at 2526 Putere Rd, approx 106km (1 hour 40 mins) from Napier, travelling along (SH2) towards Wairoa. Turn left at the Raupunga township onto Putere Rd or, if travelling from Wairoa, turn right at Raupunga. Follow Putere Rd inwards approx 24km. Farm sign is on the right.

I look forward to seeing you all at the AGM.

Regards

Roger Dickie

Cricklewood Forest Partnership
Budget Cash flow Statement
Year Ending 28 February 2017

Cash flow is in NZ$ and GST Exclusive

	TOTAL	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
OPENING BALANCE	**9,027**												
INCOME													
Credit Interest	**720**	20	20	20	500	20	20	20	20	20	20	20	20
Insurance Fund	**12,947**								12,947				
Sale of NZU's	**36,000**			36,000									
TOTAL INCOME	**49,667**	**20**	**20**	**36,020**	**500**	**20**	**20**	**20**	**12,967**	**20**	**20**	**20**	**20**
EXPENDITURE													
Forest Expenses													
ETS deregistration	**640**										640		
Forest Management	**9,244**	1,040	1,096	600	640	600	600	640	660	1,200	728	600	840
Pre Harvest Road Plan	**2,000**	2,000											
Plotting PSPs	**1,200**												1,200
Operation Expenses													
Complex Maintenance	**600**	200			200			200					
Fire Protection/Training/Levy	**300**								300				
Lidar	**2,480**		2,480										
R&M Tracks	**2,500**									2,500			
Weed Control	**500**									500			
Administration Expenses													
Accountancy Fees	**2,695**			2,695									
Administration	**4,320**		360	360	360	360	360	360	360	360	360	360	720
Audit Fees	**1,575**					1575							
Bank Fees	**90**	35	5	5	5	5	5	5	5	5	5	5	5
Contingencies	**2,000**					1,000						1,000	
Meeting Costs	**300**				300								
Statutory Supervisor	**1,250**		625						625				
Subscriptions	**90**		25			20			45				
Financial & Standing Charges													
Insurance - Fire & Public Liability	**13,348**							401	12,947				
Insurance - Buildings	**230**							230					
Legal Fees	**600**					600							
Rates	**7,341**			1,835			1,835			1,835			1,835
Valuation	**290**		290										
Other Expenses													
GST (refund)	**(2,117)**	(2,117)											
TOTAL EXPENDITURE	**51,477**	**1,158**	**4,881**	**5,495**	**1,505**	**4,160**	**2,800**	**1,836**	**14,942**	**6,400**	**1,733**	**1,965**	**4,600**
BALANCE	**7,217**	**7,888**	**3,027**	**33,552**	**32,547**	**28,407**	**25,627**	**23,811**	**21,836**	**15,456**	**13,743**	**11,798**	**7,217**

Notes to the Budget

1. Accounting Fees - Email quote from Moore Stephens Markhams 03/02/2016
2. Audit Fees - Email quote from Silks 02/02/2016
3. Statutory Supervisor - Same as previous year
4. Tree Crop insurance - Last years premium + 2%
5. Public Liability insurance - Same as last years premium ($401)
6. Legal Fees - Deed of Participation & other, for FMCA compliance
7. Liability Free NZU balance at 1 March 2016 - 59,215(4,000 to be sold @ $9.00)
8. Insurance Fund balance as at 1 March 2016 - $29.214.00
9. Lidar imagery - 301 ha x$8/ha
10. Possums staying with AHB