

AGENDA

HEYWOOD FOREST PARTNERSHIP

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NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of Heywood Forest Partnership will be held at the Patutahi Community Hall on Saturday 9th April 2016 commencing at 8.30am.

This is held in conjunction with Chatswood, Eagle, Eastwood, Fairway, Fleetwood, Glen Alvon, Greens, Links, Monterey, Pine Ridge, Portobello, Stableford, Windsor, Woodside, Young Nicks Forest Partnerships and Greenwood Forest LP.

PROGRAMME

8.30 - 8.45am	Registration and morning tea
8.45 - 9-00am	Welcome & opening of meeting
9.00 - 12.30pm	Forest visits – meeting continues
12.30 - 1.30pm	Lunch at the Hall
1.00 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. General Business

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.
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- 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.**

Please advise if you are flying into Gisborne from Wellington or Auckland, we can arrange to collect you.

DIRECTIONS

The Patutahi Hall is located on Biggs St in the Patutahi Township. Those travelling from Awapuni Rd, Gisborne, turn onto Wharerata Rd (SH2) and at the roundabout take the 3rd exit onto Wharekopae Rd. Turn right onto Patutahi Rd, then left at Atkins Rd. Turn right into Biggs St.

I look forward to seeing you all at the AGM.

Regards



Roger Dickie

Heywood 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	3,669												
INCOME													
Credit Interest	720	20	20	20	500	20	20	20	20	20	20	20	20
Insurance Fund	11,764								11,764				
Sale of NZU's	40,500		40,500										
TOTAL INCOME	52,984	20	40,520	20	500	20	20	20	11,784	20	20	20	20
EXPENDITURE													
Forest Expenses													
ETS deregistration	640										640		
Forest Management	9,338	1,030	600	600	860	600	600	670	600	1,850	728	600	600
Plotting - PSP Plots x4	1,000				1,000								
Poplar	1,500	1,500											
Operation Expenses													
Fire Protection/Training/Levy	300							150		150			
Pest Control	1,000									1,000			
R&M Culverts/Gateways/Metal	600									600			
R&M Tracks	4,750	250								4,500			
Weed Control	900	400			300			200					
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					1,575							
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	12,165							401	11,764				
Legal Fees	600					600							
Rates	7,220			1,805			1,805			1,805			1,805
Valuation	290		290										
Other Expenses													
GST (refund)	(2,364)	(2,364)											
TOTAL EXPENDITURE	50,259	851	1,905	5,465	2,825	4,160	2,770	1,786	13,399	10,270	1,733	1,965	3,130
BALANCE	6,394	2,838	41,453	36,008	33,683	29,543	26,793	25,027	23,412	13,162	11,449	9,504	6,394

Notes to the Budget

- Accounting Fees - Email quote from Moore Stephens Markhams 03/02/2016
- Audit Fees - Email quote from Silks 02/02/2016
- Statutory Supervisor - Same as previous year
- Tree Crop insurance - Last years premium + 2%
- Public Liability insurance - Same as last years premium (\$401)
- Legal Fees - Deed of Participation & other, for FMCA compliance
- Liability Free NZU balance at 1 March 2016 - 47,157 (4,500 to be sold @ \$9.00)
- Insurance Fund balance as at 1 March 2016 - \$24,569
- Culvert - New 500ml culvert between stand 1 and 9
- Weed - Cutting willow regrowth and spraying at front entrance for visibility
- Poplar - Old Poplar trees leaning over Andy Bush's fence starting to fall and smash fence. Need to cut down. We may need to pull fence back to do so.