

Sydenham Heritage Trust

Formative Business Plan

• • • • • • • • • •

May 2001

from the past, comes the future

Sydenham Heritage Trust

Formative Business Plan – May 2001

FROM THE PAST	3
COMES THE FUTURE.....	4
CURRENT OPERATIONAL STATUS OF THE SYDENHAM HERITAGE TRUST.....	5
OBJECTIVES FOR USE.....	6
KNOWN YEAR ONE PRIORITIES	7
REVENUE STREAMS	8

Appendix One – Trust Deed

Appendix Two – Financial Spreadsheet

Appendix Three – Statement of Incorporation

from the past ...

The former Samoan Congregational Church was constructed in 1877/78 as the Wesleyan Methodist Church for the Sydenham community. It is listed in both the City Plan and Transitional District Scheme. It is registered by the New Zealand Historic Places Trust/Pouhere Taonga as a Category II Historic Place.

The need for a permanent home for the growing Sydenham congregation led to the construction of the stone church on the corner of Colombo and Brougham Streets in 1877-78. The building was designed by Crouch and Wilson, architects from Melbourne, who had earlier designed the Durham Street Methodist Church. Local architect TS Lambert was appointed the 'superintending architect' and due to budgetary constraints was forced to change some of the original design. Two large vestries with organ chamber and spire above were left out of the building contract, which explains the unfinished plastered west wall with protruding keystones.

The plan of the Colombo Street church follows the Methodist 'preaching hall' theme. The façade is described as Early English Gothic with simple strong geometric forms, lancet windows.

Lambert, who supervised the project, was a leading local architect. He designed the United Service Hotel, Cathedral Square, now demolished and, of his few surviving works, Highlight House on the corner of Manchester and Cashel Streets, is the best known.

Following the construction of the building the influence of the Methodist Church on the community grew. An early Minister, Rev. L.M. Isitt (1888-91), attracted young people into church activities by establishing tennis and cricket clubs and building a gymnasium at the rear of the church. He is well known for his advocacy of prohibition. Through him and his church, Sydenham became one of the centres in the long fight for prohibition. Other prominent figures associated with the building were lay preachers, Walter Bascand, (a founder of an early prominent printing firm) and Rupert Pearce, (manager of Aulsebrooks).

The church has strong local landmark significance and relates to the development of early Sydenham, which, in its founding days, was considered the model Borough. It stands at what was once the heart of Sydenham opposite the former Sydenham Post Office now forming a visual gateway at the Southern entrance of the commercial area of Sydenham. (It is interesting that in designing the Sydenham PO, the Public Works Department departed from the standard timber or brick suburban post office, and faced the Sydenham building in stone to ensure it complemented the church opposite.)

The church building also relates to Sydenham Park, formerly the A and P showgrounds, and the King Edward drinking fountain on the park corner. The area flanking Colombo Street and Sydenham Park was once the cultural and administrative heart of Sydenham. The former Sydenham Borough Council Buildings and Fire Station, both now demolished, were the last reminder of this group of buildings to the south of Brougham Street; the degree of loss increases the importance of the Church building.

The Sydenham Methodist Church acted as a spiritual and social hub within Sydenham. Over time the size of the congregation dwindled, reflecting the changing residential patterns in Sydenham. The Methodist Church closed its doors in 1971 and the property was leased to the Seventh Day Adventist Church. Ownership of the Church was passed to the Samoan Congregational Church by the Methodist Church; the latter using the church until the mid-1990s. An application to demolish the building was made in November 1997, which received 86 submissions in opposition, including one with a public petition with 712 signatures.

The application did not proceed to a hearing.¹

¹ Jenny May, Senior Heritage Planner, CCC – taken from report to Council

... comes the future

The Sydenham Heritage Church stands on the corner of Brougham and Colombo Streets. It is listed as a Group 2 Building in the Christchurch City Plan as amended and is registered with the Historic Places Trust as a Category Two Listed Building.

In order to retain the building, a diverse group of members of the community with a strong and varied range of skills joined together to form the Sydenham Heritage Trust (The Trust).

The Sydenham Heritage Trust document deed was signed on April 27 2001.

The purpose of the Trust, in summary, is to

- Conserve, maintain and operate the Sydenham Heritage Church in conjunction with Christchurch City Council Heritage Planners
- Work towards the strengthening and conservation of the 325m² Sydenham Heritage Church and its environs for long term community use
- Provide a heritage experience for the community of Sydenham and the people of Christchurch.
- Establish the Sydenham Heritage Church as a lynchpin for the enhancement of the Colombo Boulevard and Sydenham Mainstreet Projects.
- Manage and operate the Sydenham Heritage Church in a manner as to ensure its financial security
- Place a heritage covenant on the building in perpetuity

A fuller description of the aims, purposes and objectives of the Sydenham Heritage Trust are set out in the Trust Deed, which is **attached as Appendix One**.

Current Operational Status of the Sydenham Heritage Trust

SOCIETY

The Trust was fully legally incorporated in May 2001. It has filed papers with the IRD requesting GST registration, and as a charitable organisation requesting that it be exempted from the payment of resident withholding tax. The Trust has opened a bank account with the National Bank in Sydenham. There are three signatories, two of whom must sign each cheque. It has secured a PO Box, purchased a receipt book and has ordered a companies seal.

INSURANCE

The Trust is currently waiting on purchase to be finalised. If the Council's resolution on May 24th ratifies the purchase of the Church, the Trust will then set in place insurance, which will take effect on the possession date. The Trust is working through possession issues with the assistance of Angus Smith of the Council's Property Unit.

The Trust has had opinion from Murray Sinclair who has advised that the cost of full replacement insurance can be met for a sum in the order of \$920 + GST per annum, based on \$750,000 full replacement insurance cover and \$250,000 indemnity insurance.

Additionally, Public Liability Insurance to the value of \$1,000,000 can and will be met with a premium of \$90 + GST per annum. The Trustees will also investigate the cost of trustees liability insurance.

PROFESSIONAL EXPERTISE

The Trust has begun inviting opinion from competent persons as to the immediate needs of the building for its security and occupational safety, and will work towards meeting those structural needs as one of its first priorities.

It has been aided in part by the original assessment from Holmes Consulting Group, and has also had opinion from Fire Safety Consultant Carol Caldwell, and Building Inspector Brian Roff.

It has begun considering where toilet facilities could be installed, assessed the current uses to which the building could be put prior to any change of use which would necessitate full earthquake strengthening, and has had a first look at the repairs needed to the building.

While a number of issues have already been identified as being urgent maintenance priorities, The Trust needs and intends to undertake an assessment of the building (in consultation with Council staff) with a view to the formulation of a conservation plan.

All maintenance work must be done in accordance with the conservation plan and covenant.

Objectives for Use

The Trust is focussing at this stage on short to medium term uses for the Sydenham Heritage Church. It is clear that the Church needs to be tenanted as a matter of priority.

Because of issues relating to change of use, until the Trust has raised the money for strengthening, the Trust will seek a tenant for the building whose needs are met by the current use criteria. There have been two initial approaches so far by such organisations interested in leasing the building. Trust incumbents have been holding preliminary discussions with both organisations.

Various trustees have also been approached by other organisations interested in some way tenanting part or all of the building. The Trust is currently assessing the full range of 'other uses' which may be possible for the church building until such time as full strengthening has been effected. Examples of expressions of interest include a sound recording studio and a stained glass maker.

Having tenants in the building meets two key short-term objectives:

- reduction in likelihood of vandalism
- revenue stream to assist with critical maintenance.

It is the Trust's intention to use this period as a time when the basic maintenance can be undertaken, fundraising commenced, and grants applied for towards full restoration of the building, which will then be available for fuller community use. This is demonstrated in spreadsheet form as Appendix Three

The Trustees will be beginning that work during the Sydenham Mayfest on the 19th and 20th of May with a clean up of the grounds. The Sydenham Heritage Church building will not be open to the public at that time, but donations will be gratefully accepted.

There have been a number of medium to long term suggestions put forward for the use of the Sydenham Heritage Church. Those will be worked through once the fabric of the building is preserved and protected. There is no predetermined final outcome for the building, but it is clear that a community use (either in whole or in part) is envisaged.

The Trust will look towards identifying user groups which are complementary, and result in fullest utilisation of the Church.

The Trust's primary focus at this stage is on core maintenance issues, and how to fund them. It is towards this end that this business plan has been prepared. Other issues may arise after the initial inspection and once they are collated, all will be prioritised in order of need. What follows are the currently known Year One priorities.

KNOWN YEAR ONE PRIORITIES

MAINTENANCE

- Making weather-tight the fabric of the building
- Roof repairs
- Window repairs and protection
- Guttering replacement
- Cleaning and enhancing the environs of the church
- Making good and sealing the car park²
- First floor balustrade³
- Disabled access⁴
- Fire and safety requirements⁵

INFORMATION AND REPORTS

- Conservation plan⁶
- Engineer's report for long term earthquake strengthening⁷
- Investigation and necessary repair to electrical services
- Investigate options for toilet facilities and provision of water and begin to follow through.

² **The car park refurbishment** will be affected by the subdivision of Lot 2. It is possible that it will be brought forward substantially, or it may be dealt with in an interim manner if subdivision is delayed. A condition of subdivision is likely to be the separation of any services and uplifting of the same. If that is to occur, it would be foolish and inefficient to permanently seal the area prior to that being done. Major works to do with services on the adjacent lot may also provide an opportunity for the Trust to expedite its longer term plans to provide water and sewer to the building. Those are matters which the Trust is aware of, but given the complicating factors of a possible resource consent for the subdivision of the adjacent lot and the time frames set out in the sale and purchase agreement cannot fully deal with by way of this interim business plan.

³ **The balustrade** has been identified as not meeting the relevant building codes. No public use of the mezzanine will be made until that is corrected.

⁴ **Disabled access should be relatively straightforward** from the car park, and will be undertaken prior to the toilet being installed. The building consent needed for that project will trigger the need for disabled access. It will include a ramp and signage on a car park. Timing will occur to fit with the car-park refurbishment.

⁵ **The Trust will need to install** hose reels on both levels, exit signs both illuminated and non-illuminated, and a linked alarm system will be either a Year One or Two priority.

⁶ **The conservation plan** is to be undertaken in conjunction with Council Heritage Planners

⁷ **The earthquake strengthening** itself is a long term project, not a year one priority

Revenue Streams

The spreadsheet **attached as Appendix Two** will show that the repair, upgrading and ongoing future use of the Sydenham Heritage Trust is dependent on a variety of sources of funding. Grants, fundraising, private donations, sponsorship, in-kind assistance from businesses and individuals, and rentals. The Trust is not pinning all its aspirations towards funding on achieving one major donation from any lone source.

PHILANTHROPIC

As a registered charitable trust, The Trust will be eligible to

- apply for funding from NZ Lottery Grants Board, Pub Charities etc
- accept tax-free donations from individuals, benefactors, organisations, corporates, local business, the community, etc
- accept sponsorship for goods and services
- receive bequests

As soon as purchase arrangements are finalised, the Trust intends to call a public meeting to form a "Friends of the Sydenham Heritage Church" group ('Friends'), the aims of which are to

- generate revenue by donations
- seek sponsorship
- seek funding
- provide and generate publicity for the church and its fundraising campaigns
- seek volunteer assistance for the maintenance of the building and its environs.

It is anticipated that the 'Friends' will become the core (human) support group of this building, and is likely to look towards forming itself as an Incorporated Society. One trustee is currently creating a database from the over 4000 names and addresses on the petition to be tabled to Council, and if a 15% return rate at \$33 per head could be achieved, the Trust would meet two thirds of its 'Friends' Year One target with one approach. A dedicated group of people experienced in fundraising will work towards raising the required capital.

Core set-up costs of the Trust have been met personally by the Trustees.

RENTALS

Rental of the building or its spaces lead to further revenue opportunities, which will be optimised by the earthquake strengthening necessary to enable a full change of use.

It is inappropriate to factor in a significant figure for income from rentals early on. **Year One figures have assumed only minimal rentals not critical to meeting the initial 'clean-up' requirements.** It is also premature to make a public assumption about the level of rental which may be sought, and inappropriate to disclose figures which have been discussed privately with various organisations seeking to use the building and environs.

Taking a conservative approach to rental forecasting also offers the Trust the opportunity to clean up the area and make the Church a more desirable rental proposition before needing to rely on "bargain basement" rental income.

VISIBILITY

One of the best assets for the retention of the Sydenham Heritage Church is its visibility. The high profile site lends itself to appropriate signage opportunities. The Trust has already been approached with a view to allowing signage on the Brougham Street side of the car park, and an opportunity exists in front of the building for sensitive 'thanking of sponsors and donors' which will assist in the ability for the 'Friends' to fundraising. The unique location of the building is a rare quality which will doubtless assist in its retention.

INTANGIBLE ASSETS

The goodwill and support of the wider community came through volubly in the petition. The trustees include people with professional heritage retention expertise, community and business ties, who have practical skillsets to offer to achieve the aims of the Trust.

Key messages for the subcommittee in considering the business plan:

- **expenditure and refurbishment objectives will be met at a rate and in a way which is able to be funded.**
- **The Sydenham Heritage Church will be restored on a project-by-project basis, as funding permits.**

FINAL THOUGHTS

- **The Trust gratefully acknowledges the ongoing financial support of the Christchurch City Council, which has already been offered through its interest free loan.**
- **The Trustees are confident that there is sufficient support within the community to make the project work. (It will table a petition to the Council through its subcommittee to substantiate that view.)**
- **The Trust is committed to endeavouring to ensure that the final outcome from the first five years will be a restored strengthened building capable of meeting any number of needs already foreseeable in the community.**

e praeterito futurum

from the past, comes the future

SYDENHAM HERITAGE TRUST BUSINESS PLAN MAY 17 2001 APPENDIX TWO

BUDGET FORECAST FOR THE SYDENHAM HERITAGE CHURCH REFURBISHMENT					
OPERATIONAL	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Replacement Insurance	920	920	920	920	920
Public Liability Insurance	90	90	90	90	90
Trust Costs	500	1000	1000	1000	1000
Rates	500	500	500	500	500
Share of electric and phone	5000	5000	5000	5000	5000
Operation/building management				10000	10000
Signage costs	4000	3000	3000	3000	2500
OPERATIONAL EXPENDITURE SUBTOTAL:	11010	10510	10510	20510	20010
CAPITAL WORKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Balustrade	4000				
Car park refurbishment	3000	12000			
Roof repairs	8000				
Guttering	2000			10000	
Fascia repairs	3000				
Toughened glass for windows	20000				
Window conservation		30000			
Door repairs	1500				
Electrical assessment upgrade and repair	3000		5000		
Toilet fit-out		8000			
Toilet whiteware and taps		1000			
Toilet décor		500			
Plumbing for toilet		2000			
Drainlaying for sewer and water	3000				
Kitchenette fitout			3000		
Kitchenette utilities (stove etc)			5000		
Clean up exterior yard	10000	2000	2000		
Earthquake strengthening and conservation report	8000				
Disabled access ramp		1000			
Earthquake strengthening		197000			
Exterior stonework	5000				
Interior refurbishment	5000	8000	10000	10000	10000
Security Alarm	500	500	500	500	500
CAPITAL EXPENDITURE SUBTOTAL:	76000	262000	25500	10500	10500
INCOME/REVENUE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
"Friends" Donations	30000	30000	10000	10000	15000
Fundraising	20000	15000	15000	15000	15000
Rentals	2000	5000	5000	5000	7500
Grants towards strengthening	100000	100000			
In kind - landscaping	3000	2000			
In kind - roof repairs	5000				
In kind - guttering	1000				
In kind - windows	4000	7000			
In kind - signage	2000	2000	2000	2000	2000
In kind - plumbing supplies		7500			
In kind - drainlaying	3000				
In kind - clean up	7000	2000	2000		
Donation - earthquake strengthening report	2000				
In kind - interior refurbishment	2000	5000	5000	5000	5000
Volunteer labour - interior refurbishment		3000	5000	5000	5000
In Kind - Security Alarm	500	500	500	500	500
INCOME/REVENUE SUBTOTAL:	181500	179000	44500	42500	50000
LESS CAPITAL EXPENDITURE SUBTOTAL:	76000	262000	25500	10500	10500
LESS OPERATIONAL EXPENDITURE SUBTOTAL:	11010	10510	10510	20510	20010
CARRY FORWARD:		94490	980	9470	20960
ALL INCOME LESS ALL EXPENSES	94490	980	9470	20960	40450

WHEREAS:

- A. The parties to this Deed wish to establish a charitable trust (in this Deed referred to as "the Trust") for the purposes described in Clause 2 of this Deed, and
- B. They have agreed to enter into this Deed specifying the purposes of the Trust and providing for its control and government.

NOW THIS DEED WITNESSES that the Constitution and Rules of the Trust are as follows:

1. NAME:

The name of the Trust will be THE SYDENHAM HERITAGE TRUST.

2. PURPOSES

The purposes of the Trust are:

- (a) To promote and support the rich heritage of the area formerly comprising Sydenham Borough.
- (b) To purchase, conserve and administer the heritage building on the corner of Colombo and Brougham Streets, Christchurch which building was originally the Sydenham Methodist Church and which is hereinafter referred to as "The Sydenham Heritage Church".
- (c) To ensure the protection and conservation in perpetuity of the Sydenham Heritage Church on its present site as a centre for the heritage of the Sydenham Community and to comply with the terms of the covenant to be registered against the title to the Church land.
- (d) To acquire by gift, bequest, purchase or otherwise any real or personal property whatsoever to be held by the Trustees subject to the Trust herein declared.
- (e) To promote the use of the Sydenham Heritage Church building and site
- (f) To educate the public through the use of the Sydenham Heritage Church and otherwise in the history of the Sydenham area generally.
- (g) To advise and assist with the conservation of any other Sydenham heritage buildings or landmarks.
- (h) To establish and maintain such archives, collections, monuments or displays in Sydenham as may be consistent with the other purposes declared herein.

Handwritten signatures and initials:
Dun
JRM
C.M.P.
Ad
BR . LC
V.O.H.
GB
QEB

3. OFFICE

The office of the Trust will be in such place in New Zealand as the Board of Trustees may from time to time determine.

4. THE BOARD OF TRUSTEES

4.1 The Board will comprise of no less than EIGHT (8) Trustees and no more than FOURTEEN (14) Trustees to be appointed from time to time by the Board.

4.2 The signatories to this Deed will be the first Board. The Trustees will elect from among themselves a Chairperson, a Deputy Chairperson, Secretary and Treasurer. An election of office-bearers will be held thereafter at the Annual General Meeting of the Board and whenever a vacancy occurs. The positions of Secretary and Treasurer may be combined.

4.3 A person will immediately cease to be Trustee when he or she resigns in writing, dies, is declared bankrupt or is found to be a mentally disordered person within the meaning of the Mental Health Act 1969 or subsequent enactment.

4.4 Each trustee shall serve for a term of three (3) years only but may be re-appointed by a majority decision of the Board.

4.5 The Board will have the power to fill any vacancy that arises in the Board or to appoint any additional trustees subject to clause 4.1 and 4.2.

4.6 In making appointments, the Board shall ensure that at least one trustee is drawn from each of the following organisations:

Christchurch City Council
Sydenham Residents Group Society (Inc.)
Christchurch Civic Trust
New Zealand Historic Places Trust Pouhere Taonga
Sydenham Business and Community Association (Inc.)
New Zealand Institute of Architects

and in the case of the retirement of a Trustee representing one of those groups the Board shall give preference to a further nominee from such group.

4.7 The Board may, by a motion decided by a three quarters (3/4) majority of votes, terminate a person's position as a Trustee and member of the Board, if it believes that such action is in the best interests of the Trust.

4.8 The Board may appoint a Patron

4.9 The Board may establish interested groups to support the work of the Trust.

4.10 The name of the Board will be "THE SYDENHAM HERITAGE TRUST"

Handwritten signatures and initials:
A.M.
P.W.
D.D.
B.A.
C.H.
V.O.P.
A.
A.C.
A.C.

- 4.11 The Trustees shall from time to time and at all times be indemnified by and out of the Trust property from and against all costs, charges, losses, damages, and expenses sustained or incurred by them or in or about the execution and discharge of their office or in or about any claim, demand, action, proceeding or defence at law or in equity in which they may be joined as a party.

5. MEETINGS OF THE BOARD

- 5.1 The procedure for Board meetings will be as follows:

5.1.1 A quorum will be half of its members

5.1.2 If a Trustee, including an office-bearer, does not attend three (3) consecutive meetings of the Board without leave of absence that member may, at the discretion and on decision of the Board, be removed as a Trustee, and/or from any office of the Trust which she or he holds.

5.1.3 All questions will if possible be decided by consensus. In the event that a consensus cannot be reached then a decision will be made by a majority vote by show of hands, unless otherwise determined by the Board.

5.1.4 If the voting is tied, the Chairperson may have a casting vote.

5.1.5 Each meeting will be chaired by the Chairperson of the Trust. In the absence of the Chairperson, the Board will elect a person to chair the meeting from among the Trustees present.

- 5.2 The Board will meet at least six (6) times every year one of which meetings shall be an Annual General Meeting. The Secretary will ensure that all members of the Board are notified of the meeting, either verbally or in writing.

- 5.3 Notice of Meetings shall be given to all financial members and to the friends of the Sydenham Heritage Church.

- 5.4 The Secretary will ensure that a minute book is maintained which is available to any member of the Trust and which, for each meeting of the Board, records

5.4.1 the names of those present;

5.4.2 all decisions which are required by this Deed or by law to be made by the Board of Trustees: and

5.4.3 any other matters discussed at the meeting.

6. POWERS

In addition to the powers provided by the general law of New Zealand or contained in the Trustee Act 1956, the powers which the Board may exercise in order to carry out its charitable purposes are as follows:-

- 6.1 to use the funds of the Trust as the Board thinks necessary or expedient in payment of the costs and expenses of the Trust, including the employment and dismissal of professional advisors, agents, officers and staff, according to

Handwritten signatures and initials:
SMW
TW
BR
CH
V.O.H.
JL
BPD
LC
ACU

principles of good employment and the Employment Contracts Act 1991 or any subsequent enactment;

- 6.2 to purchase, take on, lease or in exchange or hire or otherwise, acquire any personal or real property and any rights or privileges which the Board thinks necessary or expedient in order to attain the purpose of the Trust and to sell, exchange, let, bail or lease, with or without option of purchase or, in any other manner, dispose of such property, rights or privileges; PROVIDED HOWEVER that in the case of the Sydenham Heritage Church the Board shall at all times have regard to the terms of the covenant and the need for any prior Christchurch City Council approval.
- 6.3 to carry on any business;
- 6.4 to invest surplus funds in any way permitted by law for the investment of Charitable Trust funds and upon such terms as the Board thinks fit;
- 6.5 to borrow or raise money from time to time with or without security and upon such terms as to priority or otherwise as the Board thinks fit; and
- 6.6 to do all things as may from time to time be necessary or desirable to enable the Board to give effect to and attain the charitable purposes of the Trust.

7. INCOME, BENEFIT OR ADVANTAGE TO BE APPLIED TO CHARITABLE PURPOSES

- 7.1 Any income, benefit or advantage will be applied to the charitable purposes of the Trust.
- 7.2 It is declared that in the carrying on of any business under these presents and in the exercise of any power authorising the remuneration of Trustees, no benefit or advantage, whether or not convertible into money, or any income of any kind shall be afforded to, or received, gained, achieved or derived by any of the persons specified in paragraphs (i) to (iv) of the second provisos to Section CB 4(1)(e) of the Income Tax Act 1994, or any enactment in amendment thereof or in substitution therefore, where that person is able, by virtue of that capacity as such a person defined therein, in any way (whether directly or indirectly) to determine or materially influence in any way the determination of, the nature or amount of that benefit or advantage or that income or the circumstances in which it is or is to be so received, gained, achieved, afforded, or derived except as specifically exempted by the section.

8. POWER TO DELEGATE

- 8.1 The Board may from time to time appoint any committee and may delegate any of its powers and duties to any such committee or to any person. The committee or person may without confirmation by the Board exercise or perform the delegated powers or duties in the same way and with the same effect as the Board could itself have done.

Handwritten signatures and initials on the right margin, including "FW", "BK", "V.C.H.", "ACU", and "LL".

- 8.2 Any committee or person to whom the Board has delegated powers or duties will be bound by the charitable terms of the Trust and any terms or conditions of the delegation set by the Board.
- 8.3 The Board will be able to revoke such delegation at will, and no such delegation will prevent the exercise of any power or the performance of any duty by the Board.
- 8.4 It will not be necessary for any person who is appointed to be a member of any such committee, or to whom such delegation is made, to be a Trustee.

9. FINANCIAL ARRANGEMENTS

- 9.1 The financial year of the Trust will be from 1 April to 31 March in the following year.
- 9.2 At the first meeting of the Board in each financial year, the Board will decide by resolution the following:
- 9.2.1 how money will be received by the Trust;
 - 9.2.2 who will be entitled to produce receipts;
 - 9.2.3 what bank accounts will operate for the ensuing year, including the purposes of and access to accounts;
 - 9.2.4 who will be allowed to authorise the production of cheques and the names of cheque signatories; and
 - 9.2.5 the policy concerning the investment of money by the Trust, including what type of investment will be permitted.
- 9.3 The Treasurer will ensure that true and fair accounts are kept of all money received and expended by the Trust.
- 9.4 The Board will, as soon as practicable after the end of the financial year of the Trust, arrange for the accounts of the Trust for that financial year to be audited by an accountant appointed for that purpose. The audited accounts will be made available to the public.

10. COMMON SEAL

- 10.1 The Common Seal of the Trust will be kept in the custody and control of the Secretary, or such other officer appointed by the Board.
- 10.2 When required, the Common Seal will be affixed to any document following a resolution of the Board and will be signed by the Chairperson (or a trustee acting as the Chair) and one other person appointed by the Board.

Handwritten signatures and initials:
A.M.
PW
DW
BR
C.H.R.
V.G.H.
A
C.S.O.
L
A.C.H.

10.3 Any lease, mortgage, agreement to sell or purchase land, Agreement to borrow or lend money to which the Trust is a party must be executed under Seal.

11. ALTERATION OF RULES

11.1 The Trustees may, by a motion decided by a two thirds (2/3) majority of votes, by supplemental Deed make alterations or additions to the terms and provisions of this Deed provided that no such alteration or addition will:

11.1.1 detract from the exclusively charitable nature of the Trust or result in the distribution of its assets on winding up or dissolution for any purpose that is not exclusively charitable; or

11.1.2 be made to the Purpose Clause (2), the Pecuniary Interests Clause (7) or the Activities Limited to New Zealand Clause (12), Disposition of Surplus Assets Clause (13), unless it is first approved in writing by the Department of Inland Revenue.

12. ACTIVITIES LIMITED TO AOTEAROA/NEW ZEALAND

The activities of the Trust will be limited to Aotearoa/New Zealand.

13. THE Trustees shall at all times have regard to the terms of the ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value or any replacement Charter.

14. DISPOSITION OF SURPLUS ASSETS

14.1 The Board may be wound up if at a general meeting of Board members, it passes a resolution to wind up the trust and that resolution is confirmed at a subsequent general meeting called for that purpose and held not sooner than the 28th day and not later than the 42nd day after the date on which the resolution to be confirmed was passed.

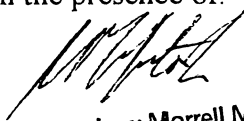
14.2 On the winding up of the Trust or on its dissolution by the Registrar, all surplus assets (after the payment of costs, debts and liabilities) donated to or purchased by the Trust will remain in the Sydenham Heritage Church and be vested in the Christchurch Heritage Trust for the people of Canterbury. Contents purchased by the Christchurch City Council will remain in the ownership of the Christchurch City Council

IN WITNESS OF WHICH this Deed has been executed the day and year first written in this Deed.

SIGNED by the Trustee
LINDA BETTY CONSTABLE
in the presence of:-

)
)
)

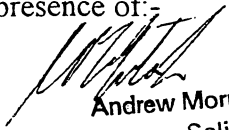
L Constable



Andrew Morrell McIntosh
Solicitor
Christchurch

AM
Ph
DR
BR
e M
V.C.H.
ACU

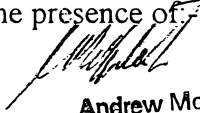
SIGNED by the Trustee
EDITH DEVONISH
in the presence of:-



Andrew Morrell McIntosh
Solicitor
Christchurch

) *Edith Devonish*
)
)

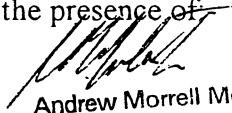
SIGNED by the Trustee
JENNIFER MARY HAMILTON
in the presence of:-



Andrew Morrell McIntosh
Solicitor
Christchurch

) *Jennifer Mary Hamilton*
)
)

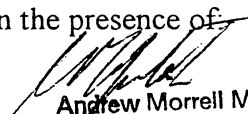
SIGNED by the Trustee
VALERIE OLGA HEINZ
in the presence of:-



Andrew Morrell McIntosh
Solicitor
Christchurch

) *Valerie Olga Heinz*
)
)

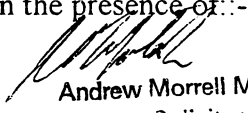
SIGNED by the Trustee
NEIL WALTER ROBERTS
in the presence of:-



Andrew Morrell McIntosh
Solicitor
Christchurch

) *Neil Walter Roberts*
)
)

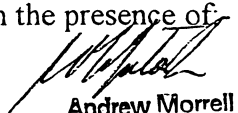
SIGNED by the Trustee
PAMELA ROWENA WILSON
in the presence of:-



Andrew Morrell McIntosh
Solicitor
Christchurch

) *Pamela Rowena Wilson*
)
)

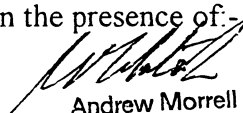
SIGNED by the Trustee
ANTHONY CHARLES USSHER
in the presence of:-



Andrew Morrell McIntosh
Solicitor
Christchurch

) *A.C. Ussher*
)
)

SIGNED by the Trustee
SUZANNE MICHELLE WELD
in the presence of:-

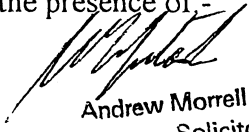


Andrew Morrell McIntosh
Solicitor
Christchurch

) *Suzanne Michelle Weld*
)
)

*W
BR.
ACU*

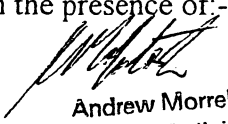
SIGNED by the Trustee
SUSAN ANNE WELLS
in the presence of -



Andrew Morrell McIntosh
Solicitor
Christchurch

) *Susan Anne Wells*
)
)

SIGNED by the Trustee
BARBARA KAY REAY
in the presence of -



Andrew Morrell McIntosh
Solicitor
Christchurch

) *B. K. Reay*
)
)

P.W
[Signature]
K.M
B.K
A.M

CERTIFICATE OF INCORPORATION

of

**THE SYDENHAM HERITAGE TRUST
(CH/1137627)**

This is to certify that THE SYDENHAM HERITAGE TRUST was incorporated under the Charitable Trusts Act 1957 on the 7th day of May 2001.



Neville Harris

Neville Harris
Registrar of Incorporated Societies
10 May 2001