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| **Royal New Zealand Engineer Charitable Trust Board****MINUTES of MEETING** | **Date:****Time:****Venue:** | **09 Feb 24**1230 - 1500Elliott VC CC |
| **Members** | **In Attendance** | **Apologies** |
| Trustees:COL (Rtd) DH Jones - Chair WO1 CA Fairbairn- Deputy ChairLTCOL (Rtd) JS HollanderCOL PJ CurryWO1 (Rtd) G Findon- TreasurerSSGT (Rtd) AD JohnsonWO1 WindlebornCo-opted Trustees:LTCOL J TotoroLTCOL AD MitchellLTCOL BC Gurney2LT NJ Whyte- Secretary | LTCOL (Rtd) JS HollanderWO1 CA FairbairnWO1 WindlebornWO1 (Rtd) G FindonCOL PJ Curry COL (Rtd) DH JonesLTCOL J Totoro (joined 1332)2LT Natasha Whyte (Secretary)Mike Rendall (Workshop Facilitator)CPL MPJ van der Hoek (v)MAJ (Rtd) G Reid(v) = virtual connection | SSGT J BowickLTCOL AD MitchellSGT M AnkerSSGT (Rtd) AD JohnsonLTCOL BC Gurney |
| **Topic/Discussion** | **Outcomes/Decisions/Action Items** |
| 1. **Opening**
 | The Chair declared the meeting of the RNZE Charitable Trust Board, held in the Elliott VC conference room open at 1238 and welcomed all members present. Introductions of those present conducted.Apologies from SSGT J Bowick, LTCOL AD Mitchell, SGT M Anker, SSGT (Rtd) AD Johnson, LTCOL BC Gurney were accepted.**Moved**: WO1 Windleborn**Seconded**: WO1 CA Fairbairn**Carried** |
| 1. **Minutes from the last Meeting**
 | Minutes from the last meeting held on 16 Nov 23 were approved.**Moved**: WO 1 (Rtd) G Findon**Seconded**: WO1 Windleborn**Carried** |
| 1. **Matters arising from the previous minutes**
 | Nil, covered in the Chair’s progress report (see Item 6 below). |
| 1. **Correspondence**
 | The Secretary/Chair acknowledged inward/outwards correspondence.Inwards Correspondence:

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| 1. Memorandum of Appointment of Trustees RNZE CT
 | 16 Nov 23 |
| 1. Letter RNZE CT Eastern and Central Community Trust (ECCT) Fund Application Approval
 | 16 Dec 23 |
| 1. Letter of Appreciation Chief Royal Engineer LTGEN Sir C Tickell, KBE
 | 18 Dec 23 |
| 1. Greeting Card Government House New Zealand
 | 01 Jan 24 |

Outwards Correspondence:

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| 1. Letter + *Won the Spade* to Chief Royal Engineer LTGEN Sir C Tickell, KBE
 | 18 Aug 23 |
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All other routine internal and external correspondence has been via email. **Moved:** LTCOL (Rtd) JS Hollander **Seconded:** COL PJ Curry **Carried** |
| 1. **Finance**
 | 1. Financial details and specifics for the RNZE CT were provided by the Treasurer, as circulated prior to the meeting.

The **Annual Financial Report – Statement of Financial Position/Balance Sheet** was tabled for the period 1 Jan – 31 Dec 23, attached at Enclosure 1. Opening balance as at 1 Jan 2023 **= $57,465.10**Plus Excess Income over Expenditure 1 Jan – 31 Dec 23 **($8,018.50)** = **$65,483.60** * 00 (RNZE CT Ops-Transaction) = $2,765.76
* 03 (ECMC Ops) Account = $742.20
* 04 (RNZE CT Inv) Account (5.75% - 22/05/24) = $10,000.00
* 18 (RNZE CT Inv) Account (5.40% - 14/03/24) = $10,000.00
* 19 (RNZE CT Inv) Account (6.15% - 14/12/24) = $10,000.00
* 20 (RNZE CT Inv) Account (5.90% - 25/08/24) = $10,000.00
* 21 RNZE CT Debit Card Account = $23.34
* 22 RNZE CT TD Account (6.15% - 22/11/24) = $10,000.00
* 23 RNZE CT Online Call Account = $11,952.30
* Closing RNZE CT Account Balance as at 31 Dec 23

 = $65,483.60 **Sappers Ball:**Sappers Ball Finances was discussed. Holding Sapper Ball Sponsorship from Mitre 10 and Downer to a total of = $1750.00DJ Deposit = $155.37**Moved:** WO1 (Rtd) G Findon**Seconded:** WO1 CA Fairbairn **Carried**The **Quarterly Financial Report** was tabled for the period for 1 Nov 23 – 31 Jan 24, attached at Enclosure 2. The account balances as at 31 Oct 23 were* 00 (RNZE CT Ops-Transaction) = $2,957.67
* 03 (ECMC Ops) Account = $742.20
* 04 (RNZE CT Inv) Account (5.75% - 22/05/24) = $10,000.00
* 18 (RNZE CT Inv) Account (5.40% - 14/03/24) = $10,000.00
* 19 (RNZE CT Inv) Account (6.15% - 14/12/24) = $10,000.00
* 20 (RNZE CT Inv) Account (5.90% - 25/08/24) = $10,000.00
* 21 RNZE CT Debit Card Account = $23.34
* 22 RNZE CT TD Account (6.15% - 22/11/24) = $10,000.00
* 23 RNZE CT Online Call Account = $11,997.99
* Closing RNZE CT Account Balance as at 31 Dec 23

 = $65,721.20Expenditure: There was a total of eight **accounts approved for payment**, seven from the ‘00’ account, and one from the ‘03’ account. “00’ AccountPrinter Expenditure = $126.50Scanning and Digitising = $570.00Website and Uploads = $158.00Project Work = $345.00Transfer to 23 Account = $4,000.00Licences and Membership Fees = $264.50IT Upgrades = $140.59Sub Total = $5,604.59 “03” AccountBank Fees = $10.00“03” Sub Total Expenditure = $10.00  The payments totalling **$5,614.59** were approved.**Moved:** MAJ (Rtd) G Reid**Seconded:** WO1 CA Fairbairn **Carried** |
| 1. **12th Annual Trust Report from outgoing Chair.**
 | Outgoing Chair LTCOL (Rtd) JS Hollander summarised the RNZE CT Annual Report for 2023, included as Enclosure 3. 1. Two grants were funded in in the financial year, however note that money is still tight and further discussion is required on the prioritisation of expenditure for the future.
2. Very successful year otherwise, thank you to all for their efforts all the best for the incoming chair.

**Moved:** LTCOL (Rtd) JS Hollander**Seconded:** COL (Rtd) DH Jones**Carried** |
| 1. **Progress report 16 Nov 23 – 9 Feb 24**
 | 1. **Trust Deed Issues** **(Chair/Trustee Changes)** – LTCOL (Rtd) JS Hollander requested by Chair to continue as point of contact for the RNZE CT website due to existing knowledge and relationships. Following changes confirmed at the last TB meeting and confirmed in the minutes, all necessary action has been taken with the latest Memo of Appointment (V15 circulated to trustees) and uploads to the Charities Services (CS) website. We just need to record that TB Chair wants the **writer to continue to be the POC and approving** **authority** for the RNZE CT account on the CS dashboard and summary;

b. **Model Bailey Bridging** – A **check has been made** of all model Bailey holdings and no changes have occurred since the last inventory exercise. However, it was noted that we **only have 20 x BB panels**, which is going to limit what configurations we can achieve in the future. RSM, 2ER is going to check panel holdings at 3 Fd Sqn and SME(NZ), in the event we can increase the panel numbers and therefore potential model configurations. Future discussions required regarding ideation of potential configuration options. ECMC Dir has worked out a number of options and subject to finalisation, we can determine holdings surplus to requirement and for future disposal/sale. Still recommend **documenting in retrospect** to keep the records straight in terms of transfer of Bailey model equipment to the ECMC from SME(NZ) – WIP. SME(NZ) tasked to send a email/documentation to show they accept the situation in retrospect IOT close loop. CPL van Der Hoek to contact 3FD SSM to confirm any Bailey holdings, declare surplus items. c. **Digitising, scanning and post-processing and uploading of books and documents** in the ECMC library continues. A fifth tranche of archival books are currently undergoing processing. We managed to **complete 87 books or 15,4337 pages in 2023** – WIP;d. **RNZE CT Website** – is up to date and the Home Page being refreshed. Our previous external contractor (**Amanda Curnow** from MU) has returned to assist us and is happy to carry on providing this service (at the current rate of $50 per hour). We will look for a replacement in due course, but the current situation is working well. A further (“annual”) grant ($5,000) was applied for from ECCT for scanning and digitising of archival material, but they only **granted us $2,000**. We will have to look elsewhere to make up the shortfall – WIP;e. **ECMC and Assistance tasks** – a meeting with the incoming and outgoing SSM, SME(NZ) is awaited, to confirm an **action plan for 2024:** 1. We are awaiting the completion of the external **“Lazy E” entrance features** (by SME(NZ). A concept for adjustment to the **main entrance access to the Chapel** is also being explored. More **plaque backing boards** are to be manufactured and installed for the ECMC museum area.
2. It is still intended to **refurbish and renew several displays** within the museum area once we can get onto this and move about some of the display cabinets.
3. Final consent on use of the **intermediate area** of the back area of the building has been granted and the new replacement (separating and kitchen) doors and hardware have been completed by SME(NZ).
4. Some asbestos was found in the building and a **complete external refurbishment** is being planned. This will include the **total replacement of the roof** (flat sections currently being redesigned and to be lifted), **new high-level windows** with UV tinting and double glazing to replace existing and all **HVAC equipment** has already been upgraded with compressor units now cantilevered off the lower-level main building walls and off the roof area.
5. We are considering relocating the library into the **intermediate area**, together with taking back the old internal store and kitchen areas. It is understood from LRSC and DE&I that the **rear of the** **building** (used to be “The Hollander Wing” and the ECMC library), is going to revert back to being a multi-media lecture facility, although the ADA Clothing Shop might be housed temporarily in this area until their new accommodation elsewhere in camp is provided – WIP.
6. Duty pers will continue to chip away at tasks and upkeep of the ECMC.
7. It is possible that the ECMC roof may not be completed within the next six months due to complexity and tight budgets;

f. A collection of **old maps, plans, RNZE construction as-built plans**, etc, have been sorted and stored in the map and plan drawers in the **garage area**. There is more to add, and another session will be undertaken to complete current holdings. The latter will need to be inventoried and entered on the PP5 CMS, in due course – WIP; g. **Volunteers for 2024** includes the writer, **Clas Chamberlain** (who attends every couple of weeks), **Noel Woodley** (weekly) and **Mike Earley** (usually weekly). We have now been joined by **Strath Holmes** (ex-2 Const/Fd Sqn, circa 1960-70’s), who we hope will attend on a weekly basis. Hopefully other retired RNZE pers will join the team, as there is plenty to do about the ECMC; h. Wef 1 Feb 24, the **ECMC “collection” inventory record** remains with over **20,000 individual items** (of an estimated 60,000 items or nearly **33%**) being catalogued, and with an overall **increased collection** **value of approx $750,000.** The total minimum value is still in the order of $863,000, although this changes progressively as item values increase and others are added to the inventory. This report template will change as we transition further into the **new PP5 CMS** software during 2024 - WIP;i. **Visitor statistics** as at 1 Feb 24 were 44 **or a total of 11,770** since records commenced in early 2014 (compared with 43 at the same time last year, **965 for 2023**, 1,061 for 2022, 869 for 2021, 928 for 2020, 1,151 for 2019, 1,267 for 2018, 1,178 in 2017, 1,008 in 2016, 968 in 2015, and 915 in 2014).  Both **BCE and SCE courses** have been scheduled in for Corps familiarisation in **Mar and Jun 24** respectively. More visit requests are coming in for group visits (latest examples are the Manawatu Jaguar Club in Mar 24 and Hawkes Bay Antique Arms Club in May 24). We can no longer cater for causal (external) visitors to the ECMC, as **new visitor** **appointment and booking requirements** are in place for LMC (and ECMC). This appears to be working okay, but requires extra admin to process groups and visitors; j. **Trust Account Signatories** – these have been changed with Kiwibank, based on approvals from the last TB meeting. Current signatories are the new Chair (Jones), outgoing Chair (Hollander), Treasurer (Findon) and Dep Chair (Fairbairn);k. Our **regular (serving and retired) donor list has increased to 35** (comprising 17 x Offr, 16 x WO/SNCO, 2 x OR/Civ). This includes 25 serving and 10 retired RNZE. We are always on the **lookout for new donors** and ask all TB members to assist in this recruiting process; l. M**onthly midday military history presentation (MMMHP)** series continues to be a good source of publicity and donation revenue for the ECMC/RNZE CT. All sessions from 2020 to the present have been recorded and uploaded to our website, along with related PowerPoint presentations and some scripts/texts, for future reference and research purposes. **Revenue close to $1,000 was donated to the Trust in 2023** through this medium. We have 16 (10 x midday and 6 x evening) presentations in the 2024 programme which commences on 8 Feb 24. 2024 is a year of many significant anniversaries and commemorations covered in the programme. Midday presentation in Palmerston North (8 Feb 24) was successful with 114 attendees, good publicity for the ECMC. 16 further presentations ahead in the rest of the year (bumped up with the addition of evening sessions);m. **Corps (RNZE CT) “bursary scheme”** – no new applications have been received, or grants made since the last TB meeting. **Total scheme expenditure (granted) is $9,074.25** since the scheme was commenced in late 2018. There needs to be further understanding by those assisting applicants of the other sources of funding support eg. from Linton Welfare Hub, MSD, PNRSA Trust, etc. Preparation of a fund source guideline document is still awaited covering **potential funding sources** for those in need of support. Although a guideline document was circulated previously, the **priority order** for consideration is welfare and hardship support, then cultural and professional development, followed by adventurous training and representational sport;n. The **RNZE stained glass window in St David’s Chapel in Burnham** **Camp** has been completed and we are still awaiting cost advice from 3 Fd & ER Sqn. CPL Molly van der Hoek has been thanked for her efforts in having this work completed – WIP. CPL Molly van der Hoek is to follow up with the new Quartermaster to find the total cost; o. The **RNZE tukutuku panel** - NC - WIP:p. While we are still waiting for the recommendations of the **Spotless landscape architect and arborist** (Kathy Bills) to be implemented by Spotless/Downer, some work has been undertaken. A number of **large trees about the ECMC area have been cut down**, but apparently removing the large stumps was not scoped. RSM, 2ER is working with DE&I to see if this work can be completed properly and the surrounding grounds reinstated. Stumping was not accounted for, which still needs to be cleared. Then seek to get the three replacement Totara trees in place. Other garden works will have to await the completion of the Chapel refurbishment and also about the main ECMC building – WIP;q. Some progress has been made for the **Chapel maintenance** (exterior cladding repairs,) and the reroofing work is completed. The **stained glass (RE hat badge) installation** above the altar area has yet to be re-instated, as a back-lit feature, now that the roof has been closed in. The **rear internal wall behind the altar has been repaired/replaced**. Apparently, the **repainting of the exterior** of the building was not scoped, despite the fact that some external cladding has been replaced and the building marked by the scaffolding put in place to support the reroofing project.  We are still waiting for advice on a proposed **new NZDF (DE&I) heritage (DFI)** classification regime, which is likely to incorporate the Chapel. Also, the **installation of HVAC, plus fire detection, protection and suppression systems** in the Chapel. It appears that the new draft NZDF DFI on heritage buildings is holding up the HVAC and fire protection works, which the Camp Chaplains are also frustrated with. **LTCOL Bryce Gurney** has been asked for further advice on this matter and to represent our concerns - WIP;r. **Replacement centenary totara tree plantings** – DE&I (confirmed previously by Doug Griffin) will purchase **three new totara trees** and have these replanted once the tree felling and area refurbishment has been completed. Plinths have already been manufactured by SME(NZ), and **plaques will be made to adhere to the plinths** for each of the five trees, recording who and when they were originally planted. ECMC Dir has the details and will approach Trophy Specialists in PN to manufacture the plaques shortly – WIP; s. Further effort has been spent in the last three months adding to the new **“Past Perfect” (PP5) collections** **management system (CMS)**, particularly our library collection and some display items. We have **renewed the AASLH membership** through to 2025. Clas Chamberlain is leading the effort with PP5 and with Strath Holmes coming on board as a volunteer, this work can progress further - WIP;t. **Total petty cash from donations** to the ECMC, is currently $99-55, at the start of 2024;  u. **ECMC weapons situation –** NC - WIP;  v. Currently 66 x **RNZE Corps 120th** **anniversary painting prints** have been sold. There are 34 x prints awaiting purchase/orders in stock (with Artist Matt Gauldie). As current stocks are held on the RNZE CT books at a **value of $5,100 (incl commission)**, another push to promote sales is essential – WIP;  w. R**NZE CT Trust Board 2024 meeting schedule** –it is proposed that future TB meetings be held quarterly at 1400hrs on the third Thu, being, **16 May, 15 Aug and 21 Nov 2024**, subject to the new Chair’s confirmation - for diary entries and room bookings, etc);  x. The suggestion to **recycle and repurpose Corps silver** held in the Kitchener Room is progressing slowly, with CPL Molly van der Hoek making some recent recommendations, but nothing else received from any other RNZE units. The concept of a **Corps-wide** **inventory of Corps silver and trophies,** was dispensed with at the last TB meeting, leaving the management of silverware and trophies to individual units - WIP;  y. **St Martin’s RNZE and Garrison Chapel 125th anniversary** will occur on 5 Feb 2024. 2ER has organised a 125th anniversary ceremony/event, with members of the Makotuku community in attendance, on **Sat 10 Feb 2024**. An Admin Instr for this event has now been released, covering details for the service. ECMC Dir will have the **main building open from 1030** on the day, so that those attending the service can also visit the museum area after the service. MAJ Mike Pettersen is also overseeing some 125th **anniversary commemorative works** to be undertaken at the **old church site in Makotuku**, as well as a service on site to be held later in Mar 24 – WIP; z. RSM, 2ER has reinforced the **unit ECMC assistance duty roster for 2024**, which he promulgated in Oct 23. As we are starting a new year, a **reminder to SSMs** from RSM would be helpful, particularly for **maintaining contact**. Given the fencing and scaffold about the site, we have postponed some assistance activities until access can be improved. A concerted effort will be made once the refurbishment work has been completed. Also, to assist internal relocation of the library and improved circulation space in the museum area and store relocation - WIP  aa. The ECMC Dir has had further meetings with the **PNCC Mayor and CEO,** and Cr Mark Arnott, to continue discussions around the space required if the **ECMC museum and RNZE collection was to be relocated into the PN** **CBD**. This is work being undertaken by PNCC to see if the engineer and medical (ex-PN Hospital) museums (and other major unit heritage collections) can be co-located with Te Manawa and closer to the public. This is part of the **Civic and Cultural Precinct Master Plan project**, which the PNCC Mayor is chairing/leading – WIP; bb. During the past quarter, we have attended to more external **requests for information (RFIs)** to **support RNZE and other military history research** and individual family photos and records of WW1 and WW2 NZE personnel, from information held at the ECMC. We are currently assisting the **Auckland War Memorial Museum** (Gail Romano) with advice of NZE/RNZE historical records and displays. Also, the **Auckland University Press (AUP),** with a two-volume book on mapping of the NZ Land Wars, being compiled/managed by the AUP Dir (Sam Elworthy) and previous NZ Hicom to London (Derek Leask). ECMC Dir has been assisting the **RNZAC** **in forming a CT** and for the writing of their Corps history and production of their **history book** (author Matthew Wright of MU), which is **likely to be launched in PN in Apr 24** - WIP;  cc. **RNZE Corps 125th anniversary in 2027** will require planning to commence very soon, given that this is not far away. **Col Comdt RNZE** has already raised this matter and provided a verbal brief at the last TB meeting. It is hoped that any refurbishment of the ECMC (including the Chapel) and surrounding area will be completed by 2027 – more to follow; dd. In accordance with the **new Incorporated Societies Act 2022** and from 5 Oct 23, we will need to reregister the Trust with the Companies Office (MBIE) and comply with the new legislative requirements. Our **Trust Deed will require updating** to comply with the new legislation and we have until 2025 to complete this task – WIP;  ee. ECMC Dir and outgoing TB Chair has compiled an **annual report for 2023** and circulated this to trustees. Once approved at the upcoming meeting, this and the **annual financial reports** can be uploaded to our website, as well as the CS dashboard and summary – WIP; ff. At a previous TB meeting, outgoing CO, 2ER/Regt Col RNZE commented that: ”**Corps heritage remains a focus for the Regt”** andthat 2ER has the capacity to advertise and circulate information via the FB page, etc. Incoming **CO, 2ER/Regt Col RNZE** can provided his view on support for the ECMC and RNZE CT going forward. LT Col Totoro does not intend stop previous actions, support previously given will continue to be provided, until something else initiates requirements for a new dec; and gg. At the last TB meeting, **Col Comdt RNZE** commented on the potential to support a project on **demining history**. NC. |
| 1. **Results of External Funding Applications/Resolutions since the last meeting on 12 Nov 23**
 | **Results of External Funding Applications/Resolutions since the last meeting on 16 Nov 23.**  A further review will be made at the upcoming Trust Board meeting on 9 Feb 24 and again at the following meetings in 2024. An **application to ECCT for a continuation of the ICR&T Stage 5** **project** (scanning, digitising, post-processing and upload of archival RNZE heritage material) was made towards the end of 2023 **for $5,000**, following formal recorded approval from the TB meeting for this action. Unfortunately, **ECCT only granted us $2,000**, as they were inundated with applications to support Cyclone Gabrielle demand in their catchment area. We will need to make a **further application (to Mainland Foundation –** **ChCh), to make up the shortfall ($4,000)**, as our expenditure in this area amounts to around $6,000 per annum. A **formal motion and record for this second application was recorded.** Secretary 2LT Whyte and LTCOL (Rtd) JS Hollander signed the application approval to **The Maitland Foundation** of $4000.00, and is attached to these minutes as Annex A. **Moved**: COL PJ Curry**Seconded**: WO1 (Rtd) G Findon**Carried** |
| 1. **Expenditure/Funding Priority for Q4 of 2023 and Q1 of 2024**
 | Minimalchanges are proposed to the priorities adjusted and set at the last Trust Board meeting held on 16 Nov 23. The following priority order and action is still recommended:a. **Heritage archival book and documentation digitisation, etc** – continuation of project as part of Stage 5, make a further application to Mainland Foundation for ongoing Stage 5 ($4,000) in early 2024;  b. **Improvements and upgrade to LAN** in the ECMC, to include a hard-wired LAN connection in the rear area for the relocated library area and workstation (>$500 estimated total cost). This has since been completed as of 14 Feb 24; c. Ongoing maintenance and population of the **RNZE CT/ECMC website** as a stand-alone entity will continue, within current funding resources available;  d. Address/resolve ICR&T Stage 3 remainder comprising **bar code (or QR code) printer, reader and system** (>$4,000) for the ECMC library (source to be investigated), once PP5 software has been bedded in and the CMS is up to date and working properly; e. Investigate **interactive electronic display equipment and systems** for the ECMC museum displays, using external specialists for advice (possibly use ECCT or Mainland Foundation as a funding source);f. **Remaining signage**, including internal signage for display cabinets (>$2,000), once refreshment/refurbishment and exterior painting of cabinets has been completed; andg. **Approve above priority** and funding applications/sources and review all again at the next TB meeting on 16 May 24.f. Flexibility to make amendments to these priorities after completing workshop in afternoon with Mike Rendall. **Moved:** WO1 CA Fairbairn**Seconded:** WO1 (Rtd) G Findon**Carried** |
| 1. **General Business**
 | 1. **Corps history books.** A further 5 books were presented to CO 2ER LT COL J Totoro. 19 remain in stock, no more will be sold. The 19 remaining will be saved for presentations from COL CMDT, CO 2ER and other special occasions.
2. **Prints.** Advertising of remaining prints though OCs, SSMs, including potential to place prints in messes, at functions such as the 125th RNZE Chapel. Additional idea to could ‘chip in’ to purchase a print, to go to the top student awards.
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| 1. **Closure**
 | Closing address. Next meeting tentatively forecast for 16 May 24, location TBC. The Chair thanked all for their input to the meeting and declared the meeting closed at 1347.  |

**NJ Whyte DH Jones**

2LT COL (Rtd)

SECRETARYCHAIR

Enclosures:

1. Annual Financial Report – Statement of Financial Position/Balance Sheet
2. Quarterly Financial Report 1 Nov 23 – 31 Jan 24
3. RNZE CT Annual Report for 2023
4. RNZE CT Charitable Trust Deed

Annex:

1. RNZE Charitable Trust Fund Application dated 9 Feb 24