

Minutes of the Explore Pahiatua Incorporated Society meeting held at the Bush Community Centre, 98 Main Street, Pahiatua on Wednesday 1st June 2022 at 7.00pm.

1. Present

Committee Members: Louise Powick (Chair), Fiona Stokes (Secretary), Gerry Parker, Rhys Punler, Ingrid de Graaf and Ali Romanos

Members of the Public: Cr Raylene Treder

2. Apologies

2.1 Cr Alison Franklin, Karolyn Donald and Stan Wolland

3. Conflicts of Interest

3.1 Nil

4. Notification of Items Not on the Agenda

4.1 Explore Pahiatua Facebook page

4.2 Committee terms of reference

4.3 Ukraine / Polish fundraiser

5. Confirmation of Minutes

5.1 Amendment made to remove John Arends as present at the meeting. Note that John has resigned from the committee.

5.2 **That the minutes of the Explore Pahiatua meeting held on 4th May 2022 (as circulated and amended) be confirmed as a true and accurate record of the meeting.**

Gerry Parker / Ingrid De Graaf

Carried

6. Matters Arising

6.1 Smith's Track

Cr Raylene Treder gave an email update from Council regarding paper road legislation. A paper road policy is under development.

Discussion of vehicular traffic being prohibited for the purposes of the Smith's Track walkway and if this is something which can be negotiated by having a gate with no lock to still allow vehicular access. Cr Treder is to go back to the Group Manager - Infrastructure Chris Chapman on this matter.

6.2 Iwi Design - Main Street Upgrade

Cr Alison Franklin is following this matter up with Mayor Tracey Collis.

6.3 Town Bridge

The bridge has been cleaned.

6.4. Explore Pahiatua Website

Ali Romanos and Louise Powick are still following up on this matter.

7. Tararua District Council Report

7.1 Written report circulated to the committee by Cr Alison Franklin.

Discussion was held around the "Better-Off Package" workshop and possible projects that this funding could support.

That the report of the Tararua District Council meeting held on 25th May 2022 (as circulated) be received.

Ali Romanos / Rhys Punler

Carried

8. Correspondence

8.1 Inwards

- Letter regarding Jazz in the Park - Discussion held around a venue for this event and the possibility of utilising Main Street. Louise Powick is to follow up that matter.
- Tararua District Council rates invoice
- Tararua District Council rates remission application - Fiona Stokes to complete
- Letter from MCI and Associates regarding XERO Software - Gerry Parker is to contact MCI and Associates and follow up what reduction there may be in the annual accountancy fee if Explore Pahiatua change

8.2 That the inwards correspondence be received.

Fiona Stokes / Gerry Parker

Carried

9. Financial Report

9.1 Invoices to Pay

Dove Cottage (Museum cleaning)	\$400
Mills Brothers (Youth Centre carpet)	\$218.50
Reimbursement for Rhys Punler	\$31.18
Meeting fees	

9.2 Pahiatua Districts Business Group Account

That a new BNZ account named “Pahiatua Districts Business Group” is set up under Explore Pahiatua Incorporated.

Gerry Parker / Louise Powick

Carried

That Michelle Rankin and John Arends are removed as administrators of the Explore Pahiatua Incorporated bank account and Ingrid De Graaf be added.

Gerry Parker / Fiona Stokes

Carried

9.3 That the financial report is received, and accounts approved for payment.

Gerry Parker / Ali Romanos

Carried

10. Portfolio Reports

10.1 Pahiatua Districts Business Group

Ingrid De Graaf reported on progress regarding the business group. The committee have held two meetings and are working on confirming the membership forms and a template for the member invoices to be sent out to local businesses.

There is a membership goal set of 30 members by the end of the year.

Marketing - Poster and templates have been updated with new launch dates and new email address. There has also been an email signature designed. Cost of \$60 + GST Discussion was held around advertising in the Bush Telegraph. Ingrid will look into a Partners Programme for Explore Pahiatua.

Events Planned:

- 14th July - Launch event
- August - Social media workshop
- September - BA5 at Thicket
- October - Cyber security workshop
- November - Women in business
- December - Social event

Ingrid has set up a Business Group Facebook page.

Explore Pahiatua Facebook Page

Ingrid is also now administrator on the Explore Pahiatua Facebook page. A discussion was held around ideas for posts and updates for the page and linking Explore Pahiatua projects and subcommittees to this also.

Our thanks are extended to Jess McNicol who has administrated the Explore Pahiatua Facebook page for the last few years. A gift will be purchased for Jess to the value of \$100.

10.2 Carnival Park

Date for the open day is set for 16th June from 10.30am - 2.00pm.

10.3 Harvard Plane

Gerry Parker has followed up with John Arends. John is to pass on names to Gerry for contact and follow up of this project.

10.4 Community Garden

Rhys Punler reports that things at the Community Garden are going well with harvesting and food distribution under way. The Community Garden Facebook page is going well and has a lot of interaction.

Raised garden beds are to be built on Monday.

Louise Powick has contacted Freedom Print regarding a sign for the Community Garden. This will fit with the Explore Pahiatua marketing.

10.5 Explore Christmas

Fiona Stokes reported on the planning for the Explore Christmas event this year. The event will be held on 3rd December from 4.00pm - 8.00pm. The road will be closed from 3.00pm - 8.30pm.

The committee is following up on food trucks and market stallholders are to be invited to the event.

Entertainment for this event will be a band with a number of performers in between.

Advertising will be followed up from last year and be shared via Facebook, posters, the Bush Telegraph and on the entrance signs at both ends of town closer to the event.

10.6 Rotary Dog Park

Fiona Stokes reported on progress with Rotary Dog Park proposal.

A letter has been drafted which is to be signed by the chairperson of Rotary.

Ben Luders has put together a works programme and detailed design for drainage and fencing.

The subcommittee is to set a date for consultation of local neighbours to the park.

10.7 Youth Centre

Gerry Parker has attended the Youth Centre and repaired the two taps that required maintenance.

There continues to be ongoing water issues at the Youth Centre which has resulted in the carpet getting wet and needing to be lifted. Ali has contacted Mills Brothers to sort this. It appears that water is actually seeping in under the concrete walls.

The new wall is near complete and just awaiting on the outside cladding.

A discussion was held around the future of the Youth Centre building.

10.8 Swimming Pool

Meeting monthly with the projects manager and coordinator from Tararua District Council.

A Memorandum of Understanding is to be signed with the Bush Aquatic Trust and Tararua District Council.

Continuing to apply for funding and seeking volunteers to help with community fundraising events.

11. Items Not on the Agenda

11.1 Committee Terms of Reference

An email of draft committee terms of reference has been circulated by Louise Powick. This matter is to be discussed at the next meeting.

11.2 Ukraine Refugees / Polish Fundraiser

A Polish movie is showing this Saturday 4th June at 11.00am.

The Polish ambassador will be in attendance.

This fundraiser is to be advertised on the Explore Pahiatua Facebook page.

The meeting closed at 9.31pm.

Chairperson - Louise Powick