

Minutes of the Explore Pahiatua Incorporated Society meeting held at the Tararua District Council Service Centre, 136 Main Street, Pahiatua on 2 July 2025 at 7pm

1. Present

- 1.1. Committee Members: Ali Romanos (Chair), Raylene Treder (Deputy Chair), Georgina Morrison (Secretary), Marie Kissick (Treasurer), Ingrid de Graaf, James Devoe
- 1.2. Tararua District Council Representatives: Mayor Tracey Collis, Cr Alison Franklin, Cr Scott Gilmore

2. Apologies

- 2.1. Anaissa Mandal, Sanam Asalmani

3. Conflicts of Interest

- 3.1. Nil.

4. Notification of Items not on the agenda / General Business

- 4.1. Noting email decision outside of meeting: \$500 grant decision for Pahiatua Museum
- 4.2. Discretionary Grant Application from Maxine Walshe for \$370 for Road Patrol Treat
- 4.3. Help n' Hand funding situation
- 4.4. Town Clock enquiries

5. Confirmation of Minutes

That the minutes of the Explore Pahiatua meeting held Wednesday 4 June 2025 (as circulated) be confirmed as a true and accurate record of the meeting.

Carried

6. Matters Arising

- 6.1. **Action:** Georgina to collate action items from minutes.
- 6.2. **Action:** Ali to send Marie through Bailey's details to investigate Explore's Insurance options

7. Correspondence

Inwards

- i. Invoices
 - 1. Nova Energy
 - 2. Bisset Honda
- ii. Requests for Funding
 - 1. Gilda McKnight: Pahiatua Museum
 - 2. Maxine Walshe: Road Patrol Treat
- iii. IRD: GST ready to file
- iv. Innes Dean: Engagement Letter

v. Buy A Block for Swimming Pool

Bronze Block \$50

- Jeanie Ferry
- Emma & Josh Davy

Silver Block \$100

- Graeme and Stacey Shilvock
- Joelle Avery

Gold Block \$250

- Al-Wood Joinery
- Donna DeCleene
- Erin Henrickson
- McQueen family

Platinum Block \$500

- Natasha & Patrick Baker

Simon Walker - enquiry about cost of blocks

Outwards

- i. Letter to TDC Sarah Fountaine re Civil Defence Funds
- ii. Grant Application form to Karolyn - Carnival Park

That the inwards be received and outwards noted.

Carried

8. Tararua District Council Report (Cr Alison Franklin)

2025 Local Body Elections:

As we wind down towards the election period, this could possibly be my last written report as our meetings ease back and all focus is on the Local Body Elections.

I would encourage anybody considering standing for the Southern Ward, to please make sure your Electoral Roll details are up-to-date and your nomination is in on time. Candidate nominations open on the 4th July and close of 1st August. Candidates are announced on 6th August and voting papers will be delivered between 9 – 22nd September. 7th October is the last day for posting votes by mail, after this date all votes must be made via Council's secure ballot boxes.

Election Day is 11th October, with voting finishing at midday. Progress results will begin after midday on the 11th October with the declaration of votes being made 16 – 22 October.

Adoption of Annual Plan 2025-26 together with Schedule of Fees and Charges

Council considered the report presented by the Finance Manager at our Council Meeting last week. Changes in the draft Annual Plan made by Council arising from deliberations had an added cost of \$28,000, and as discussed at this meeting, were cost-neutralised. One of the changes resulted in a reduction in personnel costs. The impact of the changes reduced the overall rates increase from 7.71% to 7.29%. A full report of the Annual Plan discussions and Fees and Charges updates, and the full rates resolutions are available on the TDC Website under Publications – Agenda, Minutes & Meeting Videos.

Disposal Plans for Rationalisation of Land & Buildings

Council agreed to pursue the disposal of several assets in Dannevirke and Eketahuna but that prior to disposal, the Council inform occupiers of each property under consideration for disposal. It was also agreed that Council initiate engagement with Iwi regarding the disposal of the identified assets, and that Public Consultation also be held.

Pukaha Mount Bruce – Transfer of TDC Loan to Rangitāne Tū Mai Rā Trust

Council was made aware in March of this year of the financial difficulties being faced by the Board of Pukaha. Council was an unsecured creditor, however security had been requested as allowed for in

the Loan Agreement. There had been on-going discussions with the Board and Rangitāne Tū Mai Rā Trust and as a result of these discussions, a proposal had been received from the Trust to take over the Pūkaha Board's obligations under the loan on the basis that the loan agreement was varied to not include interest costs for the remaining term.

The Council has invoiced the Board for Interest costs for this financial year which is due for payment in October. We were stepped through the options by CE Bryan. The option to transfer the loan to the Trust would mean Council foregoing the interest revenue on the loan which would increase the likelihood of the full principal repayment which otherwise might be at risk. Aaron Karena, Board member for Rangitāne o Tamaki nui-ā-Rua Charitable Trust explained that the Trust is a post Treaty Settlement Entity for the two Rangitāne iwi, Tamaki nui ā rua and Rangitāne o Wairarapa. The proposal has come from this entity.

A large part of the discussion was around the potential loss of the interest revenue. Advice was also provided from the Trust that their proposal required the debt to be unencumbered. The original purpose of the Loan was to support the development on the educational and conservation premises for Pūkaha National Wildlife Centre and Tū Mai Rā Trust's proposal was made on the basis of securing a good outcome for the future of the centre.

A motion was put to the Meeting "That the Council agrees in principle to the proposal to transfer the loan of \$1,000,000 to Rangitāne Tū Mai Rā Trust. The motion was carried, as a majority decision.

It was noted the Chair of Audit and Risk is reviewing the decision making process from the initial loan decision.

Alongside economic downturn and issues relating to Covid, it was also noted that continuously decreasing access to Department of Conservation funding had contributed to the difficult funding position that Pūkaha found itself in.

Resignation of CE Bryan Nicholson

Council is very sorry to be losing the services of CE Bryan who has been in the role since being appointed nearly 5 years ago. Bryan has accepted a new position as General Manager on King island which lies in the Bass Strait between Tasmania and Victoria. The population of King Island is very similar to that of Woodville. The only type of fog Bryan will encounter there however, will be sea fog! Council has appointed an Interim CE who is very familiar to us, he will be in the role in the interim period between Bryan's departure and the recruitment of a permanent, full-time Chief Executive.

Action: Ingrid to share key local body election dates on Facebook

Decision: Agreed to set an early date of 10th September for a Pahiatua 'Meet the Candidates' night.

That Cr Alison Franklin's Council Report be received.

Carried

9. Financial Report (Marie Kissick)

9.1. Current status

The balance of the main account is \$58,943.18.

The balance of the Business Group account is \$895.00.

9.2. Invoices to be approved for payment:

	Payee	Description	Amount
1.	De Lesseps Media Ltd	Bush Telegraph Feature	\$538.84
2.	Mitre 10	Building materials and seedlings to use remaining budget	\$703.73
3.	Nova Energy	Youth Centre – power (due 5 June)	\$99.12
	Bisset Honda	Reimbursement for PDBG GST session: <ul style="list-style-type: none"> Thyme 2 Ryes - \$35.40 New World - \$30.82 Joy Sushi - \$24.00 Tonic Café - \$44.00 	\$134.22
		TOTAL	\$1,475.91
	Payee	Description	Amount

9.3. Invoice since last meeting for retrospective approval:

Bisset Honda	Reimbursement for PDBG Lunch Sanam: <ul style="list-style-type: none"> New World - \$118.51 Thyme 2 Ryes - \$41.30 Joy Sushi - \$40.00 	\$199.81
Bush Multisports	Hire of room for PDBG lunch	\$62.50

9.4. As a reminder, the following amounts are tagged funds:

Project	Amount
1. Harvard Playground	\$20,000.00
2. Carnival Park (originally \$9,289.33 but reduced by \$1,736.25 for Jan invoice, \$985 for seedlings, \$1,471.25 ABC invoice June, \$1,000 tree removal June '24, \$3,593 Weed Mngt June '25.) Reflects \$2,708.33 received from Carnival Park 26.6.25 for their share of weed mngt for FY25.	\$3,212.16
3. Bush Telegraph Advertising (less payments since 1 August)	\$0
4. Community Garden remaining infrastructure works	\$0
5. Community garden operating costs for year ended June 2025	\$131.25
6. Lawnmowing for Polish memorial (until Nov 2025)	\$800.00
7. Discretionary funding originally \$7,507 (less \$1,700 for Pahiatua Painting and Sculpture Group, \$750 for Toy Library, \$1,000 for Pahiatua Shears, \$1,555 Children's Day, \$2,000 Yellow Plane Gallery)	\$2.00
	TOTAL \$24,145.41

Action: Marie to request discretionary funding payment from TDC with CPI of 3.5% added to the 2024 amount.

Decision: The committee discussed utilising Bush Telegraph adverts. Agreement to tag but not committing to a contract.

Action: Ali to invite Emma to the next meeting to discuss the future needs of the garden.

That the financial report from Marie Kissick (Treasurer) for the preceding month be received and identified invoices approved for payment.

Carried

10. General Business

- 10.1. **Pahiatua and District Help-N-Hand** faces crucial funding issues as notified by Emma Elliot. Of note, Help-N-Hand runs Pahiatua Foodbank which is widely used. It was clarified that the funding situation for many services has been reduced. Agreed to ask Emma to provide an update at the next meeting.

Action: Ali to invite Emma to the August meeting to discuss Help-N-Hand situation.

- 10.2. **Grant application:** Maxine Walshe has requested \$500 for a Road Patrol Treat for Pahiatua and St Anthony's school children. The Committee agreed to the request.

Action: Check the previous grants have been uploaded to the website.

- 10.3. **Town Clock:** Ross Gillespie has enquired as to the whereabouts of this clock. Action: Committee member will ask Wynn Davidson for further information.

11. Portfolio Reports

11.1. Pahiatua Districts Business Group (PDBG) (Ingrid de Graaf)

- Employment Law with Sanam workshop held 9th June – great session, good turnout
- GST with MCI held 26th June – great session, good turnout
- No new events locked in yet but floating a few possibilities
- Would like to moot the idea of the PDBG purchasing a portable flag that can be used outside the door when events are held - the committee agreed that was a good idea.

11.2. Explore Pahiatua Marketing (Ingrid de Graaf)

- June Bush Telegraph – Buy a Block reminder advert
- July Bush Telegraph – no plans yet
- Facebook – shared PDBG post re. employment law workshop, shared Bush SuperGrans & Help-n-Hand post re. Matariki celebrations, shared PDBG post re. GST workshop, posted Buy a Block reminder
- Decided not to promote discretionary funding (or highlight the use of) until our new allocation is received and the terms of this are openly advertised (level playing field)

11.3. Explore Christmas

- First meeting scheduled for Monday, 14th July at 1.30pm at Bisset Honda

11.4. Community Garden (Emma Elliott)

- Veggie deliveries to Pahiatua Help-N-Hand
- Mural reveal is likely August. Resene are sponsoring anti-graffiti costing and want to feature it in their newsletter.
- Final spend at mitre 10 on Monday - last day of financial year- means \$181 infrastructure grant from Lotteries is now spent and majority of our allocated funds from Explore Pahiatua also spent.

11.5. **Swimming Pool** (Raylene Treder)

- Final designs have been completed by CREATE
- Civil works design completed
- Building Consent being applied for.
- Three parties chose from the EOI process to provide pricing.

11.6. **Road Safety Committee** (Marie Kissick)

- Road Safety - I have contacted Mayor Tracey to ask about the next road safety committee meeting as suggested at our last meeting and am awaiting a response.

11.7. **Civil Defence** (Georgina Morrison)

- As per emails, funding to be held by Explore to pay for work to ensure Bush Multi Sport is emergency-ready. Heaters to be delivered this week.
- **Action:** Share break down of \$30K civil defence spend with Raylene

11.8. **Harvard Playground Upgrade** (James Devoe)

- The design and quotes have finally come in to replace the old monkey bars at the far end. However, keen to get another quote.

11.9. **Cycleway project** (Ali Romanos)

- Quote/estimate received for \$11,750 from Ryan McNicol who indicated could start around 20th August.
- Sanam said she would assist with Health and Safety and it was noted this plan needed to go to TDC.
- Discussed using the blackberry removal as impetus to get a group together to discuss next steps for the cycleway.

11.10. **Carnival Park** (Karolyn Donald)

- No report received.

11.11. **Stage**

- The stage has been ordered and is expected to arrive by the last week of August at the latest.
- A big thank you to everyone involved in making this happen—exciting times ahead!

11.12. **Youth Centre** (Ali Romanos)

- Sale has gone unconditional. Settlement on 7 June. Ali and James have removed Explore items to storage.

- The committee members signed a resolution agreeing to sell the property at 183 Main Street and authorising Ali Romanos and Marie Kissick to sign the necessary documents to enable the sale.
- Sale proceeds need to be discussed including ring fencing the money to spend on youth.
- **Action:** Ali to bring recommendations to the August meeting re rationale for ringfencing and proposed parameters for utilising these proceeds.

Next meeting date: 6 August 2025 at Tararua District Council Service Centre, 136 Main Street, Pahiatua

Meeting Closed at 8:17pm.

Ali Romanos (Chair): _____

Action List:

1. Ingrid to share key local body election dates on Facebook
2. Ali to send Marie through Bailey's details to investigate Explore's Insurance options
3. Marie to request discretionary funding payment from TDC with CPI of 3.5% added to the 2024 amount.
4. Agreed to set an early date of 10th September for a Pahiatua Meet the Candidates night
5. Ali to invite Emma to the August meeting to discuss Help-N-Hand and the future needs of the Community Garden
6. Georgina to share break down of \$30K civil defence spend with Raylene.
7. A Committee member will ask Wynn Davidson for further information re the Town Clock.
8. Ali to bring recommendations to the August meeting re Youth Centre funds.

Annexures

Xero Report

Cheque Account Reconciliation Summary

Explore Pahiatua (Incorporated)

As at 1 July 2025

Cheque Account

DATE	DESCRIPTION	REFERENCE	AMOUNT
Totals Summary			
1 Jul 2025	Balance in Xero		58,943.18
	Plus outstanding payments		-
	Less outstanding receipts		-
	Plus unreconciled statement lines		-
1 Jul 2025	Statement balance (calculated)		58,943.18
26 Jun 2025	Imported statement balance		58,943.18
1 Jul 2025	Calculated balance out by		-
Balance in Xero			
1 Jul 2025			58,943.18
Statement Balances			
1 Jul 2025	Statement balance (calculated)		58,943.18
26 Jun 2025	Imported statement balance		58,943.18
1 Jul 2025	Calculated balance out by		-

For the period 1 June 2025 to 1 July 2025
Cheque Account

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
Opening Balance							
1 Jun 2025						-	63,837.32
Statement Lines							
3 Jun 2025	Thicket Floristry	3 Jun 2025	ANZAC Wreath	Yes	Bank Feed	(180.00)	63,657.32
3 Jun 2025	Ali Romanos	3 Jun 2025	Ali Reimburs Dump Fees	Yes	Bank Feed	(84.00)	63,573.32
5 Jun 2025	Nova Energy	5 Jun 2025	Youth Centre Power	Yes	Bank Feed	(94.99)	63,478.33
9 Jun 2025	Eastern & Central Co	9 Jun 2025	ECCT ECCT	Yes	Bank Feed	9,600.00	73,078.33
10 Jun 2025	Edwards Sound	10 Jun 2025	Stage Depst	Yes	Bank Feed	(9,627.16)	63,451.17
23 Jun 2025	Mitre 10 New	23 Jun 2025	Com Garden	Yes	Bank Feed	(27.48)	63,423.69
23 Jun 2025	Bush Tele-de Lesseps	23 Jun 2025	Bush Telegra Advertising	Yes	Bank Feed	(538.84)	62,884.85
24 Jun 2025	Ali Romanos	24 Jun 2025	Ali Feb to June Meeting Fees Feb to June	Yes	Bank Feed	(1,500.00)	61,384.85
24 Jun 2025	Pahiatua Museum Soc	24 Jun 2025	Museum Dis Grant	Yes	Bank Feed	(500.00)	60,884.85
24 Jun 2025	Raylene Treder	24 Jun 2025	Raylene Feb to Jue Meeting Fees Feb to Jue	Yes	Bank Feed	(900.00)	59,984.85
24 Jun 2025	Marie Kissick	24 Jun 2025	Meeting Fees Feb to June	Yes	Bank Feed	(750.00)	59,234.85
24 Jun 2025	James Devoe	24 Jun 2025	James Feb to June Meeting Fees Feb to June	Yes	Bank Feed	(750.00)	58,484.85
24 Jun 2025	Ingrid de Graaf	24 Jun 2025	Meeting Fees Feb to June	Yes	Bank Feed	(750.00)	57,734.85
24 Jun 2025	G Morrison	24 Jun 2025	Georgina Meeting Fee Morrison Meeting Fee	Yes	Bank Feed	(750.00)	56,984.85
24 Jun 2025	Emma Elliott	24 Jun 2025	Emma Meeting Fees	Yes	Bank Feed	(750.00)	56,234.85
26 Jun 2025	Pahiatua Carnival Pa	26 Jun 2025		Yes	Bank Feed	2,708.33	58,943.18
Closing Balance							
1 Jul 2025						-	58,943.18