

Minutes of the Explore Pahiatua Incorporated Society meeting held at the Tararua District Council Service Centre, 136 Main Street, Pahiatua on 3 September 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, Anaissa Mandal, James Devoe, Sanam Asalmani,
- 1.2. Tararua District Council Representatives: Cr Alison Franklin.
- 1.3. Public attendees: Debbie Stewart (Arohanui Hospice), Kody Hodder

2. Apologies

- 2.1. Marie Kissick for lateness (joined the meeting at 7:15pm) & Cr Scott Gilmore

3. Conflicts of Interest

- 3.1. James Devoe: Stage storage & freight.

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

- 4.1. Pahiatua Footprint Stones
- 4.2. Security cameras
- 4.3. Sanam resignation from committee

5. Confirmation of Minutes

That the minutes of the Explore Pahiatua meeting held Wednesday, 6 August 2025 (as circulated) be confirmed as a true and accurate record of the meeting.

Carried

6. Matters Arising

- 6.1 Ali noted the quote for the entrance to the Dog Park. It was agreed a budget of \$2,000 would be tagged for ongoing maintenance. The issue regarding the entrance was raised and Raylene Treder has contacted the informant, who is satisfied with the actions being taken.

7. Correspondence

Inwards

- i. TDC
 - 1. Hayley Pocock - Concern from member of the public re Dog Park entrance
- ii. Mike Butterick - Drop-in session dates
- iii. Raylene Treder - Tararua Sports News
- iv. AON Insurance - Confirming removal of Youth Centre from Policy
- v. Buy A Block for Swimming Pool
 - Platinum Block \$500
 - Alastair, Jane & Laura Fletch

Outwards

- i. From Ali Romanos to Debbie Stewart re attending EPCC Meeting
- ii. From Ali Romanos to TDC re Pahiatua Dog Park

That the inwards be received and outwards noted.

Carried

8. Council Report - Cr Alison Franklin

- Councillor activities slower during Local Body elections.
- Local Water Done Well plan submitted today with WaiT Wairarapa.
- Recruitment is starting for a new CE.

9. Financial Report (Marie Kissick & James Devoe)

9.1 Current status

The balance of the main account is \$250,843.92

The balance of the Business Group account is \$493.04.

9.2 Invoices to be approved for payment on 20 September:

	Payee	Description	Amount
1.	Mitre 10	Community Garden	\$288.63
2.	Bush Telegraph	Advertising	\$538.84
3.	Explore Christmas	Soft play Elf Land	\$150.00
		TOTAL	\$977.47

9.3 Invoices since last meeting for retrospective approval:

Remainder of Stage purchase	\$9627.16
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9.4 As a reminder, the following amounts are tagged funds:

Project	Amount	
	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 for FY26 (less payments to date)	\$6,466.08
4.	Community garden operating costs for year ended June 2025	\$ 74.71
5.	Lawnmowing for Polish memorial (until Nov 2025)	\$400.00
6.	Discretionary funding for FY26	\$7,769.75
7.	Civil Defence Group – funds for generator plug for Bush Multisports Park	\$15,000.00
8.	Remainder of Stage purchase	\$9,627.16
9.	Explore Christmas	\$10,000.00
	TOTAL	\$72,549.86

The Committee resolved that Marie Kissick will open a new term deposit to hold the proceeds of the Youth Centre Sale.

Carried

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

Carried

10. Audit

10.1. Our usual auditor, Audit Plus, does not have capacity for EPCC this year. Explore's Service Agreement and Constitution don't require an audit and the costs around \$2,500. While it was noted that audits can raise process improvements, it was agreed that is not necessary for an audit every year.

10.2. **Action:** Marie to forward correspondence to the Committee email.

11. Farming for Hospice - Debbie Stewart

11.1. Debbie is part of the Arohanui Fundraising Team; the hospice has a large coverage area from coast to coast, with in-house residents as well as in-home care. The Farming Programme has been around for 30 years; however, it is relatively unknown. Debbie noted that any funds raised locally stays with

the local hospice. While the main scheme is for farmers to volunteer to graze animals for free and take them through to sale, there are other ways farmers can support such as donating sheep or cull cows. Farmers can also donate seeds or other products. There are local volunteer coordinators that work with small groups of farmers.

- 11.2. Debbie's request for Explore is that we spread the word and distribute pamphlets.

12. Meet the Candidates

- 12.1. We have 11 Southern Ward candidates, five Mayoral candidates; two Tararua-Horizons representatives, and two Tamaki-nui-ā-rua Māori ward candidates

MC: Ali & Time-keeper: James. Committee to assist from 6pm at Bush Community Church.

The Community can request questions related to each of the categories. The tool Slido will be used with Committee Members to take written questions from those who cannot use Slido.

Action: Marie will arrange supper from New World.

13. Cameras in Pahiatua

- 13.1. Raylene has been approached by Peter Wimsett regarding the lack of security cameras in Pahiatua especially when compared to our surrounding towns.

- 13.2. **Action:** Raylene to further action this with Peter.

14. Pahiatua Footprint Stones.

- 14.1. During the 'Heart of the Bush' campaign, hand and footprints of famous people were created and laid in Main Street. When the town design was revamped it was decided they didn't fit with the theme and would stay in the possession of Bush Multisport until a more appropriate location could be found. Fontayne (TDC) said they could be moved to a different urban block which the Committee agreed would be a good solution.

15. Portfolio Reports

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

- BA5 at Beale Trucking was a resounding success. One of the best ever turnouts for a PDBG event. Regan & Toyah were excellent hosts with a very inspiring story.
- Next offering is an online workshop with Jodine McIntyre of Social Smarty on the use of AI in small business marketing. Thursday, 18 September from 10.30am - 12pm. \$15 per person, 50% of cost subsidised by the PDBG.

15.2. Explore Pahiatua Marketing (Ingrid de Graaf & Anaissa)

- August Bush Telegraph - "Meet The Candidates" advert.
- September Bush Telegraph - space to be used for the Community Garden?
- Facebook: Share PDBG BA5 with Beale Trucking event, Post regarding Meet The Candidates, Event created for Meet The Candidates

15.3 Explore Christmas (Ingrid de Graaf)

- The committee meet on Monday, 18th August. We officially welcomed Sanam! All aspects of the event are being locked in and things are progressing nicely. Next meeting is Monday, 15th September.
- We require a copy of the new insurance policy noting the public liability insurance to send to TDC and TMNZ.
- Theme for the year is big, traditional, romantic, Christmas!
- Event to follow exact same format and layout as last year.

15.4. Community Garden (Emma Elliott)

- Community Garden working bees continue 1st and 3rd Saturdays 9.30am - 11.30am with cuppa after. Great bunch of volunteers as always
- Pruning workshop went well. Ingrid's offer of secateurs as a prize will be parked until the next opportunity
- Garden volunteers have completed seedlings space on end of garden shed. Koha of \$60 for Menz Shed is appropriate and in budget. I will email Marie to understand correct process.
- Expense claim for Awapuni seedlings \$23.96 from New World Pahiatua and \$100 fruit tress from Edible Garden will be also be forwarded to Marie for payment.
- No date as yet for mural renewal
- Community Garden Birthday BBQ planned for Saturday 13 December (4 years since we began the revitalisation)

15.5. Swimming Pool (Raylene Treder)

- The building consent has been lodged with Council
- Going through what the RFP looks like and the timeframe, RFP to be issued on the 25th August to the 3 contractors and have their prices back in a month. Then valuation of their responses will take place. Once one is picked then we negotiate the contract (NZS 3910).
- Construction to start this hopefully this construction season (Oct/Nov).
- Bush Charitable Trust has donated an extra \$50,000 on top of the \$100,000 that they had donated.
- Buy a Block donations are still being received.

15.6. Road Safety Committee (Marie Kissick)

- TDC Road Safety meeting to be held on 10 September 2025. Marie to provide a further update following meeting.

15.7. Civil Defence (Georgina Morrison)

- Met with Everlyne and Glenys De Castro at the Marae to further the conversation around CD prep
- Have drafted [preparation event](#) and [CD operations plan](#) and out for feedback from group I've been working with.

15.8. Harvard Playground Upgrade (James Devoe)

- Fontayne: Playground Inspection on September 8th so advises delaying any action until report received in October.

15.9. Cycleway project (Ali Romanos)

- Ryan McNicol was due to start the job on 20 August, but this has been pushed this back to a 10 September start-date.

Action: Sanam to send through draft health and safety plan.

15.10. Carnival Park (Karolyn Donald)

- No report received.

15.11. Stage

- The stage has arrived on Friday, x2 massive pallets sitting at my work at the moment, will need to have a discussion on where it is going to be stored etc, they are massive things to cart around and definitely needs a big trailer or a truck to move it to location.
- The stage can be stored at Abecca and requires a forklift to remove it / truck to move it.
- It needs to be set up to understand the process around this - ideally in November.
- It was noted when the stage arrived in the country it needed freight to Pahiatua. James was able to arrange transport through his workplace Abecca after seeking approval from Ali.

16. Sanam resignation

- 16.1. Sanam informed the Committee she wished to resign from the committee. This was accepted and Ali thanked Sanam for her assistance. Sanam's final task will be to send through the health and safety plan for the blackberry removal work.

Next meeting date: AGM: 7pm on 1 October 2025 at Tararua District Council Service Centre, 136 Main Street, Pahiatua. October committee meeting to follow directly afterwards.

Meeting closed at 9.02pm.

Ali Romanos (Chair): _____

Annexures

Bank Statement

Explore Pahiatua (Incorporated)

For the period 1 September 2025 to 3 September 2025

Cheque Account

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
Opening Balance							
1 Sept 2025						-	250,783.92
Statement Lines							
1 Sept 2025	DAVIES MRS J P & MR	1 Sept 2025	NATIVE TREES EXPCH DAVIES EXPCH	No	Bank Feed	20.00	250,803.92
1 Sept 2025	Allen B M	1 Sept 2025	WoodvillSoap EXPCH B Allen 7777 EXPCH	No	Bank Feed	20.00	250,823.92
2 Sept 2025	UDY BM	2 Sept 2025	darling d bridgette bridgette	No	Bank Feed	20.00	250,843.92
Closing Balance							
3 Sept 2025						-	250,843.92

Cheque Account Reconciliation Summary

Explore Pahiatua (Incorporated)

As at 3 September 2025

Cheque Account

DATE	DESCRIPTION	REFERENCE	AMOUNT
Totals Summary			
3 Sept 2025	Balance in Xero		260,128.47
	Plus outstanding payments		-
	Less outstanding receipts		-
	Plus unreconciled statement lines		(9,284.55)
3 Sept 2025	Statement balance (calculated)		250,843.92
2 Sept 2025	Imported statement balance		250,843.92
3 Sept 2025	Calculated balance out by		-
Balance in Xero			
3 Sept 2025			260,128.47
Plus Unreconciled Statement Lines			
20 Aug 2025	Tararua District Cou	TDC inv124814 Road Closure inv124814	(159.00)
22 Aug 2025	Mitre 10 New	Mire 10 July stateme July stateme	(56.54)
28 Aug 2025	Edwards Sound	Stage	(9,627.17)
29 Aug 2025	GROSS CR INTEREST	\$498.16 EXEMPT	498.16
1 Sept 2025	DAVIES MRS J P & MR	NATIVE TREES EXPCH DAVIES EXPCH	20.00
1 Sept 2025	Allen B M	WoodvillSoap EXPCH B Allen 7777 EXPCH	20.00
2 Sept 2025	UDY BM	darling d bridgette bridgette	20.00
Total Unreconciled Statement Lines			(9,284.55)
Statement Balances			
3 Sept 2025	Statement balance (calculated)		250,843.92
2 Sept 2025	Imported statement balance		250,843.92
3 Sept 2025	Calculated balance out by		-