

**Minutes of the AGM of Explore Pahiatua Incorporated held at the Tararua District Council Service Centre, 136 Main Street, Pahiatua on Wednesday 4<sup>th</sup> October 2023 commencing at 7.00pm.**

**1.0 Present**

1.1 Committee Members: Louise Powick (Chairperson), Raylene Treder (Treasurer), Rhys Punler, Ali Romanos, Karolyn Donald and Ingrid de Graaf.

Tararua District Council Representatives: Cr Alison Franklin, Cr Scott Gilmore and Kimberly Stevens.

Members of the public: Emma Elliott and Richard Hansen.

**2.0 Apologies**

2.1 Gilda McKnight (Pahiatua Museum Committee) and Adele Small – Tararua District Council.

**Louise Powick and Cr Alison Franklin**

**Carried**

**3.0 Confirmation of the last AGM Minutes**

3.1 **That the minutes of the Explore Pahiatua AGM meeting held on 5<sup>th</sup> of October 2022 be confirmed as a true and accurate record of the meeting.**

**Karolyn Donald/Ali Romanos**

**Carried**

**4.0 Matters Arising**

4.1 Pahiatua Swimming Baths grant increased by \$10,000 from TDC, with the additional money a bigger group of lifeguards were trained this season.

**5.0 Chairperson's Report**

5.1 **That the chairperson's report as read by Louise Powick be accepted – Attached.**

**Louise Powick/Rhys Punler**

**Carried**

**6.0 Reports from Umbrella Organisations**

6.1 Carnival Park – **Attached.**

6.2 Pahiatua Swimming Baths – **Attached.**

6.3 Pahiatua Information Centre – **Attached.**

**That the reports from the umbrella groups are received and read be accepted.**

**Ali Romanos/Rhys Punler**

**That the financial statements and annual accounts from the Umbrella Organisations be accepted.**

**Ali Romanos/Rhys Punler**

**Carried**

## **7.0 Financial Report**

7.1 Marie Kissick presented the audited performance report for the year ended 30 June 2023.

7.2 **That the financial statements and auditors' reports be accepted.**

**Marie Kissick/ Ingrid de Graaf**

**Carried**

7.3 **That Audit Plus be appointed as the auditor for the 2023/24**

**Marie Kissick/ Ingrid de Graaf**

**Carried**

## **8.0 Election of Executive Committee**

Nominations received:

- Louise Powick
- Raylene Treder
- Rhys Punler
- Ingrid de Graaf
- Karolyn Donald
- Marie Kissick
- Ali Romanos

**That the above persons be elected for executive committee**

**Louise Powick/Raylene Treder**

**Carried**

## **9.0 Election of Officers**

9.1 **That Ali Romanos be nominated for the position of Chairperson.**

**Karolyn Donald/Marie Kissick**

**Carried**

**That Louise Powick be nominated for position of Deputy Chairperson**

**Raylene Treder/Karolyn Donald**

**Carried**

The above persons are duly elected as officers of Explore Pahiatua, with Raylene Treder and Marie Kissick retaining the Secretary and Treasurer positions, respectively.

## **10.0 Meeting Fees**

10.1 **That the committee agree to meeting fees for Explore Pahiatua members as follows:**

- Chairperson @ \$300 per meeting
- Secretary and treasurer @ \$150 per meeting
- Executive committee members @ \$150 per meeting

**Louise Powick/Raylene Treder**

**Carried**

## **11.0 Society Membership**

11.1 **That Society membership remains at \$1.**

**Louise Powick/Karolyn Donald**

**Carried**

## **12.0 Members of the Society**

- Graeme Franklin
- Richard Hansen
- Alison Franklin
- Emma Elliott

## **13.0 Office Role Descriptions**

13.1 Louise Powick prepared new role descriptions for Chairperson, Secretary and Treasurer.

## **14.0 Committee Policy**

14.1 Adopted Committee Policy and terms of reference for the Treasure Carnival Park and Community Garden.

**Louise Powick/Ali Romanos**

**Carried**

## **15.0 Community Plan**

15.1 Kimberley Stevens (Tararua District Council) congratulated the committee on the speed of the responses she has received and how well it has come together. Kimberley suggested that the draft goes out to the community for consultation. Explore Pahiatua representatives to attend the next Pahiatua Saturday market and ask for feedback on the draft community plan.

15.2 Louise Powick thanked Kimberley Stevens for all her hard work bringing the draft document together.

### **16.0 Thank you to Louise Powick**

16.1 Ali Romanos thanked Louise Powick for her indefatigable leadership as the chairperson for the past 10 years. Of behalf of the committee, Ali presented Louise Powick with a bouquet of flowers and a commissioned caricature detailing all the projects she had been involved in during her tenure as the chairperson.

16.2 Ingrid de Graaf to complete an application nominating Louise Powick for a Tararua District civic award for her contribution to the Pahiatua community.

16.3 Louise Powick thanked the committee for her presents and expressed her thanks to the Committee, Council, Councillors and Council staff that she has been involved with in her tenure.

**Meeting closed at 8.10pm**

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**Chairperson**  
**Ali Romanos**



**Minutes of the Explore Pahiatua Incorporated Society meeting held at the Tararua District Council Service Centre 136 Main Street, Pahiatua on Wednesday 4th October 2023 8.15pm.**

**1. Present**

- 1.1 Committee Members: Ali Romanos (Chairperson), Louise Powick (Deputy Chairperson) Raylene Treder (Secretary), Marie Kissick (Treasurer), Karolyn Donald, Ingrid De Graaf and Rhys Punler.

Tararua District Council Representatives: Cr Alison Franklin and Cr Scott Gilmour.

Members of the public: Richard Hansen

**2. Apologies**

- 2.1 Gilda McKnight (Pahiatua Museum) and Adele Small (Tararua District Council)

**Karolyn Donald/Marie Kissick**

**Carried**

**3. Conflicts of Interest**

- 3.1 Ingrid de Graaf re Polish Memorial maintenance.

**4. Notification of Items not on the agenda**

- 4.1 Storyboards

- 4.2 Hireage of the Chambers

**5. Confirmation of Minutes**

- 5.1 **That the minutes of the Explore Pahiatua meeting held 6 September 2023 (as circulated) be confirmed as a true and accurate record of the meeting.**

**Marie Kissick/Louise Powick**

**Carried**

**6. Matters Arising**

- 6.1 Poplar Reserve is cared for by the Horizons Regional Council. Explore Pahiatua asks how this fits in the Council levels of service because work has previously been completed by the Tararua Alliance and Council has removed rubbish from the site previously. Cr Franklin to follow up.
- 6.2 Request made to Council that the Pahiatua Library toilets be opened as Public Toilets during the library opening hours, giving access to toilets at both ends of town. Cr Franklin to follow up.
- 6.3 Request that Allie Dunn send out a reminder a couple of days before the Explore Pahiatua minutes are due for Council. Cr Franklin to follow up.

- 6.4 Louise Powick and Raylene Treder attended the Meet the Candidates meeting in Woodville organised by the Community Committee. Louise was the time-keeper for the night which was reported to have been a well-organised event.
- 6.5 Bevan Bisset will submit a quote for the next monthly meeting to keep the area at the Polish Memorial in a tidy state by mowing, removing rubbish when needed and cleaning the Polish memorial for a fee of \$1,500 annually. The committee want to have this area kept in a respectful state as presently it hasn't been maintained at an acceptable standard.

## **7. Tararua District Council Report (Cr Franklin)**

### **7.1 Long-Term Plan (LTP) CONSUTLATION ROADSHOW**

Following extensive consultation at public gatherings right across the District, unfortunately the two final consultations (Pahiatua and Eketahuna) had to be cancelled on the weekend, owing to inclement weather conditions. However, the team are happy with the turnout to all the meetings that were held, and this was considered sufficient to fulfil Council's legal obligations.

### **7.2 PARS STRATEGY**

Council adopted the final draft of the PARS Strategy at the Council meeting of 27 September 2023.

Explore Pahiatua Committee asked how many changes to the document were made and if the Community Boards' and Committees' feedback was included. Cr Scott Gilmour informed the committee that some feedback was included and changed in the strategy.

### **7.3 TARARUA DISTRICT LICENSING COMMITTEE**

Mayor Tracey and Councillor Franklin have been appointed to the District Licensing Committee with Cr Franklin holding the role of Deputy Chair.

### **7.4 EXPLORE PAHIATUA CHRISTMAS PARADE**

The Road Closure for the Main Street for the duration of the physical street parade, was approved at the Council Meeting of 27 September 2023 from the Council resolution Churchill Street.

Explore Pahiatua Committee informed Cr Franklin that the actual resolution passed by Council unfortunately had the incorrect Street. Cr Franklin to follow up.

### **7.5 PAHIATUA WATER TREATMENT PLANT AND WATER RESTRICTIONS**

Last week the total outdoor ban on the use of water in Pahiatua was lifted as the risk to storage supplies reduced. Whilst this was disruptive, the impact was not as bad as it could have been given the weather throughout the restrictions – had this been a ban in the summer months it could have been a completely different story. The community has been very co-operative and Council are grateful for this. The amount of public discussion on

social media was minimal and believed to be due to the regular press releases by Council's communications team.

By last Friday at 5pm, storage levels were back up to 66.7% indicating that we should be back to 80% early this week. Further cleaning of the membranes in the Treatment Plant will be ongoing and telemetry adjustments have been made to improve measuring data on water flows. Currently at 87%.

There is to be a complete review of contingency plans for the Pahiatua Water Plant. Provision of additional resilience is being planned and this includes holding spare membranes and filters that could just be swapped out in the event of the Plant failing to produce adequate treated water to parallel demand.

A complete review of the maintenance regime is planned.

Despite removing the water restrictions, people need to still be mindful that, as we head into summer, water conservation by all communities across the District will be key as it is predicted that we will experience the effects of potentially strong El Niño weather patterns.

#### 7.6 LOCALITY PLAN BOUNDARIES TePae Oranga Iwi Māori Partnership Boards

The geographical boundaries for all localities has been determined through a national process that included consultation with communities. A "locality" is a geographical area that is home to a community with their own specific health and social needs and aspirations that the system will plan and arrange services.

Our District was well on the way to preparing its own plan when the Government decided to set up Iwi Māori Partnership Boards across the country that give Iwi, mana whenua, hāpori Māori and communities a strong voice in deciding what's needed in their local area. Council agreed that the logical boundaries at this point, would be our Tararua District Boundaries.

As Chair of the Community & Wellbeing Governance Group, Cr Franklin invited TePae Oranga IMPB to present a report to the Group's forthcoming meeting on the progress to date for the Tararua Locality Plan, together with a summary of the progress made to date across all other localities in the Manawatu/Whanganui Region.

The CWBD Committee will be keeping a close watch throughout the process as this sits well under the umbrella of Community Wellbeing. Up until now the Group has felt a little disconnected from the process. However, that is changing as Council point out the statutory obligation of the Board to consult with and inform Council.

#### 7.7 PAHIATUA SWIMMING BATHS

Louise Powick, on behalf of Explore Pahiatua and Bush Aquatic Trust, together with Karolyn Donald and Stan Wolland on behalf of the Pahiatua Swimming Baths Committee, are presenting to the Learn to Swim lessons over the summertime.

The Pool is currently empty as a result of a serious leak and it is estimated that it will cost in excess of \$80,000 to bring the pool up to a standard sufficient for children to use for both recreational purposes, and swimming lessons. The recent issues with the town water and the anticipated El Niño summer weather, have highlighted the risk to the community in terms of water usage/possible loss throughout those summer months.

The team are bringing some options for alternative temporary solutions, to the Committee table, for discussion. It will then be up to Facilities Manager Jessie McKenzie to write a report to Council with options for discussion and a decision for the best way forward.

## 7.8 COMMUNITY FLUORIDE MEETING

Councillors received an invitation to a Community Fluoride Meeting planned for 2pm Sunday 8 October 2023 at The Hub in Gordon Street Dannevirke. The Director-General of Health has directed Tararua District Council to commence fluoridation of the Dannevirke Water Supply by 30 June 2024. This will be funded by Central Government and the process of preparation has already begun. 27 Councils across New Zealand received this first directive and it is anticipated that all other towns, Districts and cities will receive the same directive as they roll this out right across the country.

## 8.0 Correspondence

### 8.1 Inward Correspondence

- From Jeanne O'Brien (Tararua Community Youth Services) (TCYS) to Ali Romanos regarding TCYS's AGM on 12 October 2023, inviting an EPI representative. Ali to attend the AGM on Explore Pahiatua's behalf.
- From New Zealand Companies Office regarding re-registration for Incorporated Societies, which starts in October 2023.

### 8.2. Outward Correspondence

Nil.

**That the inwards correspondence be received.**

**Raylene Treder/Ingrid de Graaf**

**Carried**

## 9. Financial Report

### 9.1 Invoices to pay (by 20 October 2023):

	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
1.	NZME	Bush Telegraph feature	\$513.19
2.	Mitre 10	Community garden various	\$74.46
3.	Freedom Signs	Community garden signs	\$1,062.60
4.	Freedom Signs	Explore Christmas Ad design	\$113.85
5.	McPhee Accounting	Annual Accounting Fee	\$1,725.00
6.	Audit Plus	Annual audit fee	\$2,242.50



	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
7.	Pahiatua Museum	Documentary	\$1,650.00
		<b>TOTAL</b>	<b>\$7,381.60</b>

Retrospective approval for invoice for September 2023.

	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
1.	Horizons Regional Council	Rates	\$232.60
		<b>TOTAL</b>	<b>\$232.60</b>

## 9.2 Tagged Funds (for anticipated future expenditure)

	<b>Project</b>	<b>Amount</b>
1.	Swimming Pool	\$30,000.00
2.	Explore Pahiatua signage	\$20,000.00
3.	Dog Park	\$22,000.00
4.	Harvard Plane	\$20,000.00
5.	Carnival Park	\$985.00
6.	Explore Christmas	\$10,000.00
	<b>TOTAL</b>	<b>\$102,985.00</b>

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

**Marie Kissick/Ali Romanos**

**Carried**

## 10.0 Portfolio Reports

### 10.1 Pahiatua Districts Business Group (PDBG) (Ingrid de Graaf)

Ingrid reported on the PDBG's upcoming events:

- Business FUNdamentals Workshop – 11 October 2023
- PDBG Social Quiz Night – 2 November 2023
- Bush Telegraph Event – 7 November 202
- CEDA Pop In – 21 November 2023

Response to events has been slow, which Ingrid will address by: increasing Facebook activity, including sharing on Explore Pahiatua; boosting on Facebook; creating events on Facebook; further email reminders; handing flyers out personally; and sharing to other community Facebook pages

Initial Facebook and Bush Telegraph advertising for Christmas window competition has gone out, with Ingrid to continue promoting this on Facebook and delivering flyers. The competition now includes “displays” for those businesses who don't have a window.

## 10.2 Explore Pahiatua Marketing (Ingrid de Graaf)

- Christmas parade and float competition initial advertising has been done in Bush Telegraph and on Facebook. Ingrid to continue to promote on Facebook and in person by flyer.
- September Bush Telegraph – Christmas parade and float competition and Christmas window competition
- October Bush Telegraph – focus on outgoing and incoming Chairperson
- Explore Christmas marketing soon to ramp up
- Look at what the Information Centre is sharing on Facebook and share posts.

## 10.3 Youth Centre (Ali Romanos)

- Currently awaiting quotes from local contractors for internal renovation work.
- Quotes to be presented to committee at next meeting, with funding applications sought thereafter.

## 10.4 Carnival Park (Karolyn Donald)

- Karolyn is working on a succession plan for Treasure Carnival Park. She asked Richard Hansen, who is the Custodian at Carnival Park Campground, to attend the Explore Pahiatua AGM and Explore Pahiatua monthly meeting. Richard is very involved with the pest control in the Reserve and the campground and single-handedly eliminating the possums from both areas (105 eliminated since traps were installed in February 2022). He also is very interested in the weed control in the Reserve and in the campground and works very closely with Peter Russell when he is on site.
- Karolyn would continue to be involved on the Treasure Carnival Park committee – liaising with Carnival Park BOM, DOC, schools, and Iwi in particular – with a focus on getting a more formal structure in place for the committee with regular meetings, and roles and responsibilities in place along with a clear and collaborative project plan for the next 3-5 years.
- Karolyn received a message from Wendy from DOC that again there is no time allocated to her for the proposed Annual Review in October as previously planned. Wendy is trying again for November. Karolyn had a very brief phone conversation on the 19 September but quickly caught up with the main activities taking place at Carnival Park. Wendy advised there is a small amount of money in the budget that has been allocated to Carnival Park Reserve.

## 10.5 Community Garden (Emma Elliott)

- Spring growth has provided a box of green vegetables to Pahiatua Food Bank and Tararua Community Services for the last two weeks.

- This will continue whilst the gate remains shut. Visibility of action via social media. There has been great use of and response to signage at the working bee on 16 September 2023. Planting up of the raised beds means red and green sticks are visible from the street. Slightly more volunteers attended. Next working bees on 7 and 21 October 2023.
- Bed preparation for planting continues and shares on Facebook with a view to educate. In light of Wairarapa REAP not funding courses in Term 4, Emma has taken the request for Tararua Kai Collective to pay for labour at for two two-hour workshops for beginner gardeners (28 October and 11 November 2023), which has been approved.
- Planting plan and committee communication is going well. New area within the stock pound is now fenced, with open access from the main garden. The Garden has been unaffected by Council's request to save water due to its own water supply.

#### 10.6 **Swimming Pool (Louise Powick)**

- Louise to meet with Iain Anderson (Tararua College) and David Jackson (Pahiatua School) about options for summer swimming.
- Bush Aquatic Trust has presented to the Community Development and Wellbeing Committee.
- Louise asked Cr Franklin when the Bush Aquatic Trust would be informed of who the Project Manager would be appointed to the project.
- A date is required from Council of the confirmation that the Long-Term Plan for the Pahiatua Swimming Pool is included in Year One. Funders have been requesting this information and Louise has identified a risk the Trust could lose funds.

#### 10.7 **Rotary Dog Park (Raylene Treder)**

- It transpires there is no need for an access gate.
- Ben Luders is to draw new plans for Dave Swansson (Bang It Fencing).

#### 10.8 **Road Safety Committee (Rhys Punler)**

- Rhys to lodge a CRM with Waka Kotahi about the state of the Mangahao Bridge requesting it be cleaned and requested that the Main Street and Mangahoa Road in Pahiatua be resealed.
- The bridge has been cleaned.

#### 10.9 **Harvard Plane Photo Attraction (Rhys Punler)**

- Rhys to follow up with the designer regarding the changes the committee would like to be made.

#### 10.10 **Explore Christmas (Louise Powick)**

- Next meeting to be held on 8 October 2023

#### **10.10 Main Street photos and Harvard History (Ali Romanos)**

- No update.

#### **11.00 General Business**

##### **11.1 Storyboards in the Main Street**

- Concerns have been raised about the state of the storyboard in the town centre. They are in desperate need of a clean, and the screws used to erect the story boards have started rusting. Cr Franklin to inform Council.

##### **11.2 Service Centre**

- The Committee was pleased to back in the Service Centre. New arrangements have been put in place, a new hire agreement was filled out and signed by Raylene Treder for the hireage of the Service Centre, under which there will now be a fee of \$41. The key may not be issued to a representative of Explore Pahiatua, and instead needs to be picked up on the day of the meeting and returned after every meeting. Cr Franklin to follow up and seek clarification on the new rules.

**Meeting closed at 9.33pm**

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**Chairperson Ali Romanos**