

Minutes of the Explore Pahiatua Incorporated Society meeting held at 183 Main Street, Pahiatua (formerly Pahiatua Youth Centre) on 5 February 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, and James Devoe.
- 1.2. Tararua District Council Representatives: Cr Alison Franklin, Cr Scott Gilmore
- 1.3. Members of the public: Anaissa Mandal, Sanam Asalmani

2. Apologies

- 2.1. Nil.

3. Conflicts of Interest

- 3.1. Ingrid de Graaf – Children’s Day funding application.
- 3.2. Raylene Treder – had previously declared conflict regarding Youth Centre. As Raylene is leaving Property Brokers to start a new role, this conflict no longer exists. However, out of an abundance of caution, Raylene resolved she would not vote on proposals for the Youth Centre, although would share information to the Committee given her expertise in this space, which the Committee indicated it would be glad to receive.

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

- 4.1. Funding requests: Pahiatua Shears, Children’s Day
- 4.2. State Highway Speed Limit Reversals
- 4.3. Raylene Treder’s new role

5. Confirmation of Minutes

That the minutes of the Explore Pahiatua meeting held Wednesday 4 December 2024 (as circulated) be confirmed as a true and accurate record of the meeting.

Carried

6. Matters Arising

- 6.1. Cr Franklin reported that Council had not received the December minutes. Ali confirmed these were sent to Council on 10 December 2024, but he would re-forward.
- 6.2. Ali reported that he had contacted Derrick Sims regarding proposed revision of speed limit for Tiraumea Road.

7. Correspondence

Inwards

- Tararua District Council:
 - Media Release: Council to pursue the disposal of council-owned assets.
 - Water updates and restrictions
 - Release of Annual Report
 - Region-wide Contestable Fund available
- Requests for funding application forms:
 - Pahiatua Golf Club: AED
 - Ministry of Inspiration: Aquabots programme
- Requests for funding:
 - Pahiatua Shears: For livestreaming services.
 - Bush Children's Day Trust
- Nova Energy: Connection request for 183 Main Street
- IRD: GST Return Due
- Buy A Block re Swimming Pool:
 - Kay Cassells
 - Fred and Karolynne Potini
 - Bernice Glassey
 - Balance School (checking invoice timing)
- Craig Monk: Community Pool keys
- St John: AED Product Defect Correction for defibrillator

Outwards

- Ali Romanos to Nova Energy: Connection request for 183 Main Street

7.1. Regarding funding, there was discussion as to whether applications should first be referred to Council's Contestable Fund. The Committee could discuss the intent of the Explore Pahiatua fund as prioritising small local projects. Cr Gilmore noted that the Council's Contestable Fund could be considered outside the current two rounds for timely or emergency reasons. The question of what happens to unspent funds was raised with Cr

Gilmore confirming in the past it has gone towards Explore Pahiataua Projects. The Committee agreed the priority was to distribute these funds rather than absorb them, in line with their purpose.

7.2. **Action:** Georgina to respond to Craig Monk's correspondence re Pool keys.

7.3. **Action:** Georgina to serve as webmaster, and put a reviewed funding application (Ali and George to review) on the website, with an update to the Explore Pahiataua funding process which clarifies the objective of the fund.

That the inwards be received and outwards noted.

Carried

8. Tararua District Council Report (Cr Alison Franklin)

8.1. Cr Alison Franklin noted Council has just returned from their summer break and have had their first meeting in their new chambers. Have been doing a review on Camp Grounds and Swimming Pools, including compliance.

8.2. Cr Scott Gilmore noted that for Camp Grounds the recommendation is status quo and that actually our swimming pools are being run quite well. Cr Gilmore confirmed that there is no expectation that Explore carry any responsibilities for Carnival Park compliance.

8.3. Cr Gilmore also noted other updates such as the success of the Toll road outcome and Council's preferred option was to partner with Wairarapa for Healthy Waters. There will be consultation coming out for this soon and the Mayor and another councillor will represent Tararua on the multi-district Committee.

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 \$84,217.73. This is a significant reduction from the previous report. The main reason being we have paid the \$30,000 donation (which was previously tagged as such) to the new swimming pool, Explore Christmas expenditure and meeting fees paid in December.
- The balance of the Business Group account is \$153.70

9.2. Invoices to be approved for payment on 20 February:

	Payee	Description	Amount
1.	Mitre 10	Dog Park matting	\$145.23
2.	Mitre 10	Community Garden Seedlings	\$ 45.19
		TOTAL	\$190.42

9.3. Invoices since last meeting for retrospective approval:

Payee	Description	Date	Amount
Murray Contractors	Wheelie Bins for Explore Christmas	11/12/2024	\$260.00
Rebus	Donation for Road Closure Volunteers	11/12/2024	\$300.00
Information Centre	Town Signs for Explore Christmas	11/12/2024	\$120.00
Ingrid Reimbursement	<ul style="list-style-type: none"> ● \$50 Voucher for Menzshed for decorations ● \$44.83 for Popcorn bags 	11/12/2024	\$94.83
J. M Intense	Explore Christmas – Stage (remainder after deposit)	16/12/2024	\$2,184.77
Arena Party Hire	Obstacle Course etc	11/12/2024	\$1,405.58
New World	7 x \$100 vouchers for volunteers	11/12/2024	\$700.00
A T Knox	Facepainting for Explore Christmas	18/12/2024	\$500.00
Ingrid Reimbursement	\$55.95 (\$50 voucher plus \$5.95 loading fee) for photo winner for Explore Christmas	18/12/2024	\$ 55.95
Toki Mowing	Lawnmowing for Polish Memorial (Nov 2024 – Feb 2025)	18/12/2024	\$400.00
Regent Upstairs Cinema	Popcorn for Explore Christmas	18/12/2024	\$300.00
Nells Candy Floss	Candy Floss for Explore Christmas	18/12/2024	\$600.00
NZME	Monthly feature for December	17/01/2025	\$538.84
Mitre 10	Dog Park – Filter Plus Non-woven Geotextile	17/01/2025	\$145.23
Mitre 10	Community Garden – seedlings	17/01/2025	\$253.53
Freedom Signs	Two invoices – A2 Posters for Explore Christmas plus design work	17/01/2025	\$602.60
AON Insurance	Commercial insurance – annual	30/01/2024	\$3,546.11
Rocketspark	Annual domain name fee	27/01/2025	\$40.25
Ingrid -reimbursement	Explore Christmas – gift for Window Comp Judges	16/01/2025	\$29.97
Mitre 10 Old	Dog Park Missed payment from Oct Nails	16/01/2025	\$21.19
Beale Trucking	Lime for Dog Park	20/01/2025	\$400.20
Total			\$12,499.05

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

	Project	Amount
1.	Signage for Polish Memorial	\$1,000.00
2.	Harvard Playground	\$20,000.00

	Project	Amount
3.	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.)	\$4,096.83
4.	Dog Park – Waireka Grant - \$10K less \$260 digger works, \$3,256.11 seats, \$1,323.15 at Mitre 10, \$366.85 Beale Trucking and \$45.34 Mitre 10 (Dec)), \$2,018.01 Beale Trucking (Dec), \$290.46 Mitre 10 (Jan and Feb), \$400.20 Beale Trucking (Jan).	\$2,961.07
5.	Bush Telegraph Advertising (less payments since 1 August)	\$2,603.12
6.	Community Garden remaining infrastructure works	\$181.70
7.	Community garden operating costs for year ended June 2025	\$1,098.11
8.	Community Garden Mural (reflecting grant received)	\$2,300.00
9.	Lawnmowing for Polish memorial (until Nov 2025)	\$1,200.00
10.	Discretionary funding originally \$7,507 (less \$1,700 for Pahiatua Painting and Sculpture Group)c	\$5,807.00
	TOTAL	\$41,247.83

- 9.5. Ali recorded, for good order, the three bank signatories are Marie Kissick, Ingrid de Graaf and himself; and that two signatories are required to action payments.
- 9.6. There was a discussion about the efficiency of continuing to hire a stage at high cost or investigating a purpose-built structure. A suggestion was made to write to Council to understand the approval process and whether there is any funding available for this.
- 9.7. **Action:** Raylene to contact Council to discuss the process of a potential new stage.
- 9.8. Ingrid requested funds for the Pahiatua Business Group as per last year. The Committee agreed on \$1,000 with the option of coming back to the Committee for approval of any additional running costs.

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

Carried

10. Cycle/Walk River Track

- 10.1. It was noted there is some support for this project, but it requires people to lead the project to understand the feasibility. Raylene and Georgina interested in supporting this project in the future.
- 10.2. **Action:** Ingrid to create a Facebook post to seek external public support or interest in leading project.

11. Portfolio Reports

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

- As per report (**annexed**).

11.2. Explore Pahiatua Marketing (Ingrid de Graaf)

- As per report (**annexed**).

11.3. Explore Christmas (de-brief)

- As per report (**annexed**).

11.4. Carnival Park (Karolyn Donald)

- As per report (**annexed**)

11.5. Community Garden (Emma Elliott)

- As per report (**annexed**)

11.6. Swimming Baths (Karolyn Donald)

- As per report (**annexed**)

11.7. Swimming Pool (Raylene Treder)

- As per report (**annexed**)

11.8. Rotary Dog Park (Raylene Treder)

- As per report (**annexed**)

11.9. Road Safety Committee (Marie Kissick)

- As per report (**annexed**)

11.10. Civil Defence (Georgina Morrison)

- As per report (**annexed**)

11.11. Harvard Plane Upgrade (James Devoe)

- James reported that new mulch was going in on 4 February. The playground would be closed for the day. The plane is getting a steam wash also and any play equipment that needs washing.
- James circulated a report for the playground received from Fontayne Chase. It was observed that most of the equipment has 80% life left, and the large swing has 60%.
- The Committee was keen for the swing to be kept well-maintained to extend its life.

- The Committee considered it would be helpful to understand what money is in the renewables budget so the Committee can consider if funds should be committed from Explore.
- It was further discussed that landscaping, and improving aesthetics of the area, might be a realistic option for Explore's involvement, given the remaining life of most of the equipment.
- **Action:** James to clarify with Fontayne the maintenance and budget.

11.12. Youth Centre (Ali Romanos)

- Ali reported that TCYS had vacated the building without issue and returned the keys. There was some old gym equipment to be disposed of – which was understood to have been gifted originally by Pahiatua on Track.
- Ali also entered a contract on Explore Pahiatua's behalf with Nova Energy to maintain power at the building. The contract is open-ended, so can be cancelled at any time
- More centrally, Ali circulated appraisals for the building from Property Brokers (sale only) and Colliers (sale, lease and property management fees). Ali sourced these appraisals in lieu of a formal valuation, which he noted would be very expensive; and, Ali did not believe, would have provided any greater insight for the Committee in its decision-making.
- Ali reported that, as matters transpired, he did not share with Property Brokers or Colliers Joss Tua-Davidson's building report, which on Ali's reflection was only an historical email of various notes in relation to the building, rather than anything formal. Ali didn't think provision of these notes would have aided the appraisals.
- Ali, having held the Youth Centre Portfolio since 2021, led the committee through the various construction and renovation projects that had occurred. As the meeting was held at the Youth Centre, all Committee members were able to inspect the building for themselves, to get a better idea of the nature of this asset.
- It was noted the proposed lease/rental figures were somewhat lacking. Raylene suggested, in her experience, \$12–20,000 per annum on average for commercial rent/lease in Pahiatua.
- The Committee discussed the prospect of consultation with the public, as to what should be done with the building.
- It was agreed the two basic options (sell or lease commercially) would be provided, with an opportunity for members of the public to give their views in person at a consultation session.
- The consultation document will indicated the Committee's preferred option, being to sell the building. This option was expressed unanimously by the Committee (with Raylene abstaining from casting any view).
- The Committee agreed that asking interested parties to attend an event at the building

would be most productive, and that while the consultation would be advertised on Facebook and in the Bish Telegraph, public comments would be disabled, and only feedback received at the consultation session would be considered.

- The Committee agreed it was sensible to ask in the consultation proposal how young people would the funds to be spent (assuming it was sold).
- Cr Franklin noted she believed the late Cynthia Cass, whom Cr Franklin noted had driven the initial project to acquire the building, would agree with such course of action to sell the building.

Action: Ali to draft up proposed consultation document to reflect these views, and to host a public consultation.

12. Items not on the agenda / General Business

12.1. State Highway Speed Limit Reversals

- The Committee agreed to share the consultation link on our Facebook page.
- **Action:** Ingrid to create a Facebook post linking to consultation.

12.2. Funding Requests – Pahiatua Shears & Children's Day

- The Committee agreed to the grant to Pahiatua Shears.
- The Committee agreed to the grant to Children's Day (Ingrid abstained from voting). However, the Committee would like to recommend/encourage that local businesses are employed, for example, for the proposed generator.
- **Action:** Georgina and Marie to notify both organisations.

12.3. Raylene's new role

- Raylene has taken the position of Community Connector and will be working with Fontayne.
- It was noted this may provide synergy with current Explore projects which will benefit the Committee and community.

Next meeting date: 5 February 2025 at The Youth Centre building, 183 Main Street, Pahiatua.

Meeting Closed at 8:55pm.

Ali Romanos (Chair): _____

Annexures

PDBG (Ingrid de Graaf)

- First event planned is a BA5 with Dallas, the new screen printer in town on 25 February. Advertising to commence soon.
 - Need to do some thinking and planning for the rest of the year – ideas always welcome.
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Marketing (Ingrid de Graaf)

- Just opened account with de Lesseps Media Limited (Steve Carle) who owns the Bush Telegraph now – contract to come but pricing is the same as it was under NZME.
 - No January advert in Bush Tele (due to timing) but proposing two in February:
 - 3 Feb (booked and copy loaded) for Community Garden
 - 24 Feb (booked but not confirmed) to support Children's Day
 - December Facebook heavily focussed on Explore Christmas but did post regarding the Pahiatua Community Plan on the 23 December as a way to round off the year (not much feedback – possibly need to post again – may have been just too close to Christmas)
 - January Facebook – just one share regarding the new St John building.
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Explore Christmas (debrief) (Ingrid de Graaf)

- All done and dusted, phew!, was fantastic! A massive thanks to everyone involved (especially the committee) - this is a flagship event for our town.
 - Have had a debrief meeting since the event (in December) to discuss what went well and what could have been done better, a few learnings. At this stage, all committee members are onboard again for this year! Will regroup around July.
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Carnival Park (Karolyn Donald)

- DOC have completed some pine tree trimming along the southwestern boundary fence as a health and safety initiative and ahead of the replacement of that southern boundary fence of which they are organising and paying for. Yay!
 - The boundary fence will be completed in Jan/Feb 2025 is my understanding. Peter Russell is staying at Carnival park for two weeks in early Feb and will complete some weed management while there.
 - 883 kanuka and manuka saplings have been delivered from Pahiatua marae to carnival park for nursing through the summer months and ahead of planting. Awesome effort getting this many plants ready for planting. Many thanks to Hiria and her helpers for making that happen.
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Pahiatua Community Garden (Emma Elliott)

An invitation to join the garden committee was extended to Brian and accepted. Both he and Louise have had other demands on their time so the committee has morphed into all regular volunteers discussing ideas and concerns, and making decisions. It feels right to have ended up here with most infrastructure complete and only the day to day operations and how the garden services the community within our remit.

We have welcomed another volunteer with a wealth of experience in market gardening. We will be using Greg's knowledge to complete the final infrastructure task of creating a propagation place on the end of our shed in readiness for next spring. He will also lead the training of our beautiful boysenberry close to the picnic table.

The new owners of Mitre 10 Pahiatua have agreed to co-sponsor our mural project given the shortfall in funding from Creative Communities Tararua. Our mural artist Laura has revised her quote and will provide a beautiful back drop to our picnic table only. Jacob is currently looking at the materials list that Laura has provided and Mitre 10 Pahiatua will supply plywood sheets, paints and brushes. Both sponsors will have logos visible on the shelter.

Our working bees in December and January have been well supported by our regulars. Now that schools are back, I will endeavour to generate new interest from the public. The gate was locked just after New Year as immature yams and potatoes were unearthed and our volunteers felt that locking the gate was the best course of action whilst all labels were updated. Unfortunately, even with all red and green sticks in place, early harvesting has still been an issue. Consequently, the gate has been locked again. Regular drops of fresh produce to Help N Hand and sharing shelf outside Tararua Community Services and Hamua Ora Heartlands are now in place. I have opened up the garden on a Sunday afternoon to harvest with the community and I have responded individual messages requesting veggies. Sadly immature pumpkins are still being taken but I am aware of who the fence jumpers are and this week, I have dropped off veggie bags direct to their doorsteps.

New Beginners gardening sessions have been signed off by REAP Wairarapa for Feb, March and April. Unfortunately course attendee minimums are now 7 learners. Previous courses have attracted 5 at most. Posters advertising all three sessions are up in the usual places. This week Bush Telegraph will run the advert put together by Ingrid (thank you!) and I will ensure Help N Hand have posters up and flyers to hand out too.

Swimming Baths (Karolyn Donald)

- Slow cold start to the season. Into it now. Minor repairs to the pool in line with normal annual operational budget were carried out and by all accounts it looks like they were successful. We don't appear to be losing any water bar the expected evaporation and operational losses.
- The normal expected start of season challenges with supervision of small children are currently being dealt with and as school starts back the after school antics have begun.
- We have a great team of lifeguards again this year with 6 returning and two new members to the team. Biggest team ever!
- Council environmental Officer and asset manager attended for an inspection of operations

particularly with a health and safety focus. We ticked all the boxes and at the same time were able to show many reasons why a new facility is needed for Pahiatua to replace our dinosaur!

- We are on target to finish the season within budget.
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Swimming Pool (Raylene Treder)

- Fundraising: A successful fundraising golf tournament was held in the weekend for the swimming pool, 22 teams entered with some amazing auction items and prizes. Total amount raised yet to be finalised. House and Garden Tour tickets selling really well with 118 tickets sold to date. Total made from this fundraiser to date is \$7,080 - no expense as all the ticket sales are profit.
 - Hayden from TDC is currently finalising SFA (Short Form Agreement) with Create, once signed a timeline will be received. TDC are in the process of arranging a QS to look over the pool design and costings. Cost approximately \$6K - \$8K. TDC have started conversations with civil engineer to look into the core design considerations. Once these steps have been undertaken BAT will have total costings. Mike Dunn TDC to confirm at what stage BAT will get the green light to proceed.
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Rotary Dog Park (Raylene Treder)

Lime has been spread and the walking track is now completed, great to see members of the community using the track to walk around while let their dogs run around/play. Awaiting a timeframe for the seats, agility equipment and signs to be installed.

Road Safety Committee (Marie Kissick)

- I'm putting together an email to Constable Maxine Walshe re putting together a report on the need for a road crossing on the Southern end of Main St.
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Civil Defence (Georgina Morrison)

- Georgina met with TDC staff members along with David Jackson (Pahiatua School Principal), Everlynne Chase (Marae Chair) to discuss resourcing civil defense needs. Money held by council needs to be spent by June. Georgina to work with Everlynne on getting back to TDC asap.
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