

Minutes of the Explore Pahiatua Incorporated Society meeting held at the Tararua District Council Service Centre, 136 Main Street, Pahiatua on 5 November 2025 at 7pm

1. Present

1.1. Committee Members: Raylene Treder (Chair), James Devoe (Treasurer), Georgina Morrison (Secretary), Ingrid de Graaf, Anaissa Mandal, Bex Brown

1.2. Tararua District Council Representatives: Mayor Scott Gilmore, Cr Peter Naylor

1.3. Public attendees: Nil

2. Apologies

2.1 Nil

3. Conflicts of Interest

3.1 Nil

Action: To update and circulate the Conflict of Interest

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

4.1 MOU between BMST and EPI in relation to the stage

4.2 Quiz

4.3 Walkway of Fame

4.4 Explore Xmas – Helpers

4.5 File Management

4.6 Job Descriptions

4.8 Discuss letter received from Help n Hand

4.9 EPI yearly donation to BAT

4.10 Grant approved to the Friends of the Mangatainoka Cemetery

4.11 Youth portfolio

4.12 Insurance

5. Confirmation of Minutes

That the minutes of the Explore Pahiatua meeting held Wednesday, 1 October 2025 (as circulated) be confirmed as a true and accurate record of the meeting.

Carried

6. Matters Arising

- 6.1 Thanks to Ingrid for arranging leaving gifts for Marie and Ali.
- 6.2 Bank Signatories have been signed by Raylene to update

7. Correspondence

Inwards

Inwards

- i. TDC
 - 1. Eugene Priest – Wetland Blessing
 - 2. Eugene Priest – Wetland Blessing –postponed
- ii. Buy a Block – Kylie Dench / Creative Cuts: Silver Block
- iii. Renee Black: Brass Broughton Davey – Donation receipt for Bush Aquatic Trust Community Swimming Pool (as below)
- iv. Tania Emslie / Dannevirke Highland Pipe Band – Christmas Parade Logistics
- v. Invoices
 - 1. Traffic Management NZ – Christmas Parade permit/plan \$170
 - 2. Rocketspark Invoice \$895.85
 - 3. Robert Smith – Lawn mowing \$400
- ii. Requesting funding application form
 - 1. Ange Hewitt – Health Shuttle
 - 2. Jess McNicol – Bush Children’s Day Trust
- iii. Talitha Vial – Help’n’Hand: Opening hours update (as below)
- iv. Stephanie Whyte – Regent Pahiatua: Request to note Andre Rieu film
- v. Marie Kissick: Thank you to the Committee for the gift basket and voucher
- vi. Annette Bethell: Friends of the Pahiatua / Mangatainoka Cemetery: Funds request (as below)
- vii. Martha Field – Pahiatua Information Centre AGM Minutes
- viii. Sarah Popata: Christmas Float inquiry
- ix. Melody Lawrence – Custodianship of the old Courthouse

Outwards

- i. None

7.1 Items Arising

- a) Bush Aquatic Trust Request
- b) Help’n’hand

Discussion around the Information Centre Reports coming to Explore. Raylene noted we have been requesting a review of the contract for service with Council. Mayor Gilmore will follow this up.

Re The Old Courthouse. Raylene has discussed with TDC facilities around the use of the building. There is a large amount of maintenance required. Unfortunately, no Committee Members have the capacity to take this on. Georgina will respond and the committee can put something on Facebook to facilitate finding support from the Community.

Action: Re Help & hand. Georgina to ask Emma and Talitha to come to a future Explore Meeting to discuss how the Committee can support Help'n'help.

That the inwards be received and outwards noted.

Carried

8. Council Report – Mayor Scott Gilmore

- Councillors have been sworn in. Working on the governance structure, which will be finalised at a meeting in Pahiatua next week.

9. Financial Report James Devoe

9.1 Current status

The balance of the main account is \$101,926.30

Note that \$120,000 has been transferred to a term deposit.

The balance of the Business Group account is \$0.00

9.2 Invoices to be approved for payment on 20 November:

Invoices since last meeting for retrospective approval:

INV#	Description	AMOUNT
	Ali and Marie leaving gift	\$322.50
	Friends of the Mangatainoka Cemetery	\$150.00
	Dog park entrance - tararua home landscaping	\$2,932.50
	SuperLoo-explore xmas	\$120.75
	Christmas Window Comp Prizes	\$600.00
	TMNZ traffic manangement plan EXP EXMAS	\$170.78
	total	\$4,296.53

9.3 Invoices since last meeting for retrospective approval:

Invoice to be approved for payment on 20th.	
Description	AMOUNT
Half page-place page 4 Bush Telegraph	\$538.84
Rocketspark	\$895.85
Mitre 10	\$191.05
Aon - Liability Insurance	\$431.25
1200x900mm Coreflute sign	\$152.00
TDC - Bush tele ad.	\$161.00
total	\$2,369.99

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

Tagged Funds	
Harvard Playground	\$20,000.00
Carnival Park (originally \$9,289.33 but reduced by invoices/charges; reflects \$2,708.33 received for weed management share)	\$3,212.16
Bush Telegraph Advertising	\$5,330.44
Community Garden remaining infrastructure works	\$1,884.53
Lawnmowing for Polish memorial (until Nov 2025)	\$400.00
Discretionary funding (originally \$7,507 but reduced by allocations)	\$7,469.75
Meeting fees/8 members	\$16,500.00
Civil Defence Group – funds for generator plug for Bush Multisports Park	\$15,000.00
Explore Christmas	\$8,797.47
Dog Park maintenances	
Total	\$78,594.35

Action: Ingrid to check with Robbie Smith about ongoing lawn mowing.

Action: James to pay departing Committee Members up to date for meeting fees.

Carried

That the financial report from James Devoe (Treasurer) for the preceding month be received and that identified invoices are approved for payment.

Carried

11. Portfolio Reports

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

- The BA5 at Mitre 10 Pahiatua on 21 October went really well – good turnout despite being the first night of the really bad weather last week
- Next event is a Social Quiz Night on the 27 November at Bush Multisport and this will be our last event for the year
- Lining up 3 potential events to kick off 2026:
 - Business continuity planning for disasters (with Georgina Morrison) to tie into the Civil Defence planning

- Bringing together Council and local businesses for a chance for businesses to address individual concerns or meet the new Chief Executive or a mix of both
- Side hustles – some local examples and their experiences

Explore Pahiatua Marketing (Ingrid de Graaf & Anaissa)

- October Bush Telegraph – Cycleway-Walkway advert (printed)
- November Bush Telegraph – 24 November – Explore Christmas advert (booked, copy ready)
- December Bush Telegraph – 15 December – Explore Christmas debrief (booked, still to do copy)
- Facebook: Dog Park rules reminder post, shared PDBG Mitre 10 BA5 post, shared Pukaha Wild Weekend event, shared PDBG Mitre 10 BA5 post again, Explore Christmas event created, Explore Christmas general event post, Cycleway-Walkway post, Parade & Float Competition post, shared PDBG post regarding Christmas Window Competition

Explore Christmas (Ingrid de Graaf)

- Our next meeting is on 3 November (today is 30 October) so I will update this section after that meeting
- Marketing: event created on Facebook, initial posts on Facebook regarding event, parade and Christmas window competition, Bush Telegraph advert booked for 24 November, corflute sign to go up in town shortly. Will ramp up Facebook advertising as we get closer.
- Road closure approved, extra cost for public liability insurance this year, road closure notices still to go out to residents and businesses affected
- Market stall registrations going well, an excellent number of food trucks locked in
- Concert planning is well underway, Ali Romanos to DJ
- Elf Land activities are all booked in
- Parade registration forms to be sent out shortly
- Window comp prizes organised and judges locked in, have trophy, need to print certificates
- This year we've booked in a photographer to document the event to take photos for the website and future promotional purposes
- Extra toilet trailer booked (for Elf Land end of town)

Action: 12 volunteers. Ingrid will set up a table to incorporate volunteers.

Action: Bexx to check on Yr 13s for 18yr + volunteers for Elf Land

Community Garden (Emma Elliot)

- No report received

Swimming Pool (Raylene Treder)

- TDC is currently working with the preferred contractor on the pricing for the new pool.

Road Safety Committee (Raylene Treder)

- No meeting held this month.

Civil Defence (Georgina Morrison)

- Attended Red Cross Psychological 1st Aid training in Dannervirke organised by TDC along with Julie Woodmass. Really helpful learning and beneficial to understanding good running of a CD centre in an emergency.
- Starting to contact schools re their emergency plans and sharing ours with the Community
- Erica Gleeson and Tracey Lett have agreed to be CD Centre Managers in an event. Great to have two people. Meeting with them next week.
- Still waiting to understand the infrastructure of the marae to understand if they have funding needs.
- Working with Ingrid to plan a CD theme for Business after 5 event early 2026
- To discuss: Keen to get draft plan on the website and publicise that the town hall is not the location for Civil Defence. Maybe even need a poster at the Town Hall.

Action: Georgina to follow up with Sarah re the generator. Likely Tim Sorenson's to pick it up.

Action: Pete should have contacts with Power Co. In what situation we could borrow it.

Action: Georgina to talk to Anaissa re a 'Who's got massive generators Facebook post'

Harvard Playground Upgrade (James Devoe)

- No update.
- Raylene to follow up with Fountaine around Playground Assessment.

Stage

- The stage has been moved down to the multisports area now, and I'm just waiting for a free weekend to put it up before Christmas.

Cycleway project (Ingrid de Graaf)

- I designed an advert for the Bush Telegraph (and Facebook) to call for interested parties and this has had a really good response – I probably have around 10 solid names plus those we have dealt with already such as Don Cameron
- Have started looking into land ownership along the river but need to work further on this
- Was copied into an interesting email from Jared Gardner to the New Zealand Government regarding land ownership along the river (in relation to the Queens Chain) but not really sure what to make of it!
- I've resolved to put together a plan of action regarding the first stage of the walkway-cycleway project (Pahiatua to Mangatainoka) by the end of January and then call a meeting of interested parties in February to go over the plan

Action: Ingrid to arrange for Don to support with the Project Mapping

Carnival Park (Karolyn)

- No report received

Swimming Baths (Karolyn Donald)

- No report received

12. MOU between BMST and EPI in relation to the stage

Points discussed needing a plan for who will handle the setup, pack-down etc. Included a proposal to adjust the revenue split to 70% going to Explore Pahiatua and 30% retained by BMST.

Note that James will sign on behalf of Explore given Raylene's role.

13. Quiz

A date has been set and other arrangements is being organised.

14. Walkway of Fame

Have obtained several quotes for this work.

Action: Raz to send through a 3rd quote to the Committee.

15. File Management

The Committee is after an accessible and convenient way to save files and documents.

Action: Georgina to set up a Google Drive.

16. Job Descriptions

Ingrid/Georgina to look for these and circulate.

17. EPI yearly donation to BAT

Several years ago, it was agreed that Explore would donate \$30,000 as a one time donation and \$10,000 yearly after that to support operational costs. TDC is looking at operational costings and checking if we're still committed to this cost. It was clarified that the TDC Contract for Service with Explore is around \$70,000, with funding going towards tagged projects.

The Committee discussed the viability of this financially, and agreed to \$10,000 for an initial operating payment and provisionally going forward based on receiving the same contract for service and to be reviewed annually.

18. Grant approved to the Friends of the Mangatainoka Cemetery

Raylene has received another email thanking us for our financial support towards food during their event. Thyme to Rise actually donated the food on the day, and as such, the Society has requested a change of purpose for the grant to be used towards signage for grave locations.

The Committee agreed to this request.

19. Ringfenced youth funds & Youth Portfolio

A Tararua Youth Network is being created to tautoko rangatahi, and also tautoko each other in the youth space – learning about what other support is available and identifying the issues that young people are facing in our rōpū. TCS is hosting the first hui.

The Committee agreed to create a Youth Portfolio, which will help inform how to use ring-fenced funding for youth.

20. Insurance

The Committee were happy with the proposal that was circulated with insurance options.

Explore would also need to get separate Public Liability insurance for the Christmas parade each year by completing the attached Special Events checklist.

Action: Bexx to check how this covers stage hireage.

Action: Bexx to draft a health and safety stage

Next meeting date: 7.00pm 3rd December 2025 at Tararua District Council Service Centre, 136 Main Street, Pahiatua – Bring a plate. Discussed the annual New Year thank you event could be a BBQ or picnic. Noted that there is no January meeting.

Meeting closed at 8.32pm.

Raylene Treder (Chair): _____