

Minutes of the Explore Pahiatua Incorporated Society meeting held at the Tararua District Council Service Centre, 136 Main Street, Pahiatua on 6 August 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
- 1.2. Public attendees: Emma Elliott, Priscilla O'Neale-Searancke, Chris Corlett

2. Apologies

- 2.1. James Devoe, Sanam Asalmani, Cr Alison Franklin, Cr Scott Gilmore.

3. Conflicts of Interest

- 3.1. Nil.

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

- 4.1. Insurance discussion

5. Confirmation of Minutes

That the minutes of the Explore Pahiatua meeting held Wednesday, 2 July 2025 (as circulated) be confirmed as a true and accurate record of the meeting.

Carried

6. Matters Arising

- 6.1. Nil.

7. Correspondence

Inwards

- i. Invoices
 - 1. Robert Smith - Mowing for Polish Memorial
 - 2. Nova Energy
 - 3. Nova Energy
- ii. TDC
 - 1. Priscilla O'Neale-Searancke - Water Metering
 - 2. Mayor Tracey Collis: Sam the Trap Man visit
 - 3. Government's Plan Stop Policy Announced
- iii. IRD
 - 1. GST return due
 - 2. Direct Credit Notice
- iv. Innes Dean: Reporting Letter (Youth Centre)
- v. DIA
 - 1. Lottery Community Fund open
 - 2. Community Funding Clinics

- vi. Marie Kissick: Resolution re Main St Sale
- vii. Joy Kopa: Road Safety Views
- viii. Joni Self: Dog Park Views on owners
- ix. Debbie Stewart: Farming for Hospice
- x. Buy A Block for Swimming Pool
 - Bronze Block \$50
 - Scott & Jodie Walker
 - Linda and George Brooking
 - Silver Block \$100
 - Angela Rivers
 - Angelini family
 - Gold Block \$250
 - Ingrid de Graaf
 - Platinum Block \$500
 - Simon Walker

Outwards

- i. From Marie Kissick to Kawtar Tani (TDC) re grant money
- ii. From Marie Kissick to Joy Kopa Re: Road Safety Views

Action: Ali to message Council regarding resurfacing the grass berm on Princess St next to the dog park.

That the inwards be received and outwards noted.

Carried

8. Financial Report (Marie Kissick)

8.1. Current status

The balance of the main account is \$260,222.18. The reasons for the significant increase in the balance are:

- Proceeds from Youth Centre Sale – \$135,062.26
- Receipt of annual TDC grant – \$51,722.31
- GST – \$3,303.04
- Receipt of TDC funds for Pahiatua Civil Defence – \$15,000.00

The balance of the Business Group account is \$760.78.

8.2. Invoices to be approved for payment on 20 August:

	Payee	Description	Amount
1.	Mitre 10	Down pipes and seedlings	\$56.54
		TOTAL	\$56.54

8.3. Invoices since last meeting for retrospective approval:

TDC	Advertising road closure for 2024 Christmas Parade	\$866.92
Nova Energy	Power for Youth Centre (final invoice)	\$47.99
Toki Mows	Quarterly lawn mowing at Polish memorial	\$400.00

8.4. 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

Insurance: Marie and Ali met with Ceri Treder (Aon). Ceri has recommended increasing Contents Cover with the new stage, and also around public liability. Noted that we will wait until the stage arrives to ascertain the complexity of setting it up before we decide on the process for hiring out. There was discussion about Director/Officer Liability cover. Marie noted we would need to amend the constitution if this was to be pursued. Discussion as to wanting all necessary and adequate insurance. Keri is seeking further advice on this and to report back Marie.

A discussion was held around EPCC's responsibilities around Carnival Park. It was noted the EPCC is 5 years into a pest and weed agreement.

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

Carried

9. District Universal Water Metering Programme (Priscilla O'Neale-Searancke)

- 9.1. Priscilla explained that currently water is paid as a flat-fee equally between rate payers and the new system will be user pays, which helps users understand their use and it will help the Council locate current leaks. There will be a large amount of work to upgrade the infrastructure, which will start in Dannevirke. This is likely to take around 5 years and billing will not take place until everything is in place. A period of mock billing will occur, which will give households time to address leaks.

Ali thanked Priscilla for attending and she left the meeting at 7:22pm.

10. Community Garden budget for 2025/2026 (Emma Elliot)

- 10.1. Emma discussed her plans for the future and provided budget recommendations, including ensuring the shed can be used, potting mix, murals and finishing borders. Emma's request is for \$2,600

towards these items and infrastructure. Emma is planning for a Community Orchard and looking for land for this and other potential purposes.

- 10.2. **Action:** Emma to send Georgina food security plan.

That the Committee approve a budget for the Community Garden of \$2,600 and a reimbursement \$45.

Carried

11. Help-n-Hand discussion (Emma Elliott who was invited to speak to the Committee on this topic following discussion at the July meeting)

- 11.1. Emma reported that Help-n-hand was set up in the late 1990s to help with Tui Brewery staff who had been restructured. Despite losing their service contract with the Ministry of Social Development, Help-n-hand supplies food parcels, act as a food bank, and offer free clothing. The organisation supports people who have come out of prison and others who are in dire need. 187 food parcels were provided last year with financial support provided from the combined churches. Emma: "You can't address people's issues when their bellies are empty."
- 11.2. It was requested that Emma bring back more financial information to a future meeting to help the Committee understand how support might be directed.

Emma left the meeting at 8:15pm.

12. Meet the candidates night

- 12.1. The Committee discussed arranging supper for the meeting and booking the Community Church. It was noted it could be helpful to obtain questions beforehand.

13. Portfolio Reports

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

- No July event (after two events in June). Next event is a BA5 with Beale Trucking on the 13th August. Initial posts re event attracted a lot of FB interaction (more than usual for the PDBG) but now need to translate that into actual event attendance so will have another big marketing push.
- Still need to order flag as discussed at July meeting

13.2 Explore Pahiatua Marketing (Ingrid de Graaf)

- June Bush Telegraph - none, as we didn't have much going on
- July Bush Telegraph - advert for Meet The Candidates to be prepped once details are confirmed at August meeting
- Facebook - Anaissa to report
 - Proposing a calendar of yearly events for annual events e.g. Children's Day, Explore Christmas, and a monthly post rotating amongst all portfolios present
 - Advert for meet the candidates Sept 10
 - Post on local election and voting Sept 9 - Oct 11
 - Post for finalised Dog Park update

13.3 Explore Christmas

- First meeting held on 14 July
- Since that meeting, Sanam has confirmed she will join this subcommittee to replace Sarah Romanos
- Tasks assigned and slightly reshuffled to fit individual preferences
- Road closure underway with TDC but no response yet - need to check it has been received
- Some discussion around the poster for this year - trying to keep the design work within committee to save design costs
- The Explore Christmas sub-committee would like to confirm with the Explore Pahiatua committee that the budget is set at \$10,000
- There was great excitement about the stage that Explore has purchased but questions around who will set it up on the day, hoping members of the Explore Pahiatua committee can help. The sub-committee discussed who could help with the stage. It was suggested we ask James and Kody given they were great last year.

13.4 Community Garden (Emma Elliot)

- Great volumes of fresh vegetables were regularly delivered to Help N Hand throughout July. The sharing table there is 80% fresh fruit and veg. Pahiatua Community Garden is one of four food donation streams to Help N Hand whilst the gate remains padlocked. Fence jumpers still evident but not a problem.
- Great attendance by volunteers at twice a month working bees, first and third Saturdays 9.30am -11.30am. Most are key holders.
- We have our first Knowledge Share workshop Saturday 9 August Brian will be pruning both young and mature fruit trees at two addresses in town. Can we ask for gold coin donation as part of our registration? advertising on Facebook imminent.
- Reveal date for mural still TBC

13.5 Road Safety Committee (Marie Kissick)

- Awaiting confirmation of the next TDC road safety committee meeting (although this may not be until after the election). Note that I was contacted by Joy Kopa from Positively Woodville to ask us to join with Positively Woodville in requesting that these meetings are held more regularly. To discuss with the council representative at the August Explore Pahiatua meeting.

13.6 Civil Defence (Georgina Morrison)

- Heaters and generator arrived. Will be meeting with Raylene to help plan spending and preparation event.
- Could do a Chocolate Bar if you tune into the radio. George to talk to Chris at Radio Woodville.
- There will be a meeting of interested people to discuss using tagged funds

Action: George to talk to Peter about getting the cupboard moved

13.7 Harvard Playground Upgrade (James Devoe)

- Yet to hear from another playground designer if they can come to do another quote.

13.8 Cycleway project (Ali Romanos)

- Quote/estimate received for \$13,512.50 (incl GST) for RJM Contracting.
- Ali accepted for committee on this basis.
- Hopefully commencing 20th August.

- **Action:** Sanam to do H&S plan – Sanam to talk to Tararua District Council about what's required. The Carnival Park plan could be used as a base.
- **Action:** Ingrid is interested in Cycleway Project going forward and moving Explore Christmas to another person.

13.9 Carnival Park (Karolyn Donald)

- Horizon's funding was declined. They had huge demand for limited funds and gave very good feedback as to the reasons for not part funding as well as giving suggestions for our re-applying next year if we need to.
- We are back to the drawing board regarding funding for the removal of the exotic trees and this has now become relatively urgent as we have the seedlings that will need to be either planted or repotted into larger bags which will be a huge undertaking.
- Carnival Park BOM approved the \$2708.33 and forwarded payment to EPI 26.06.25
- Sam the Trapman's MPI event at Carnival Park was enjoyed by Richard Hansen and others judging by his verbal account. Richard said that Sam had good things to say about the condition of the Reserve. Pests were a significant topic discussed. Cats being the first mentioned and then Possums and the right trees to be hanging the traps on. It looks like we might need to move some of the ones in the Reserve to maximise their efficiency in keeping the possum population at bay. I am hoping to get some feedback from Sam in writing that we can use to promote the work we are doing.

13.10 Stage

- We should see the stage at the end of this month.

13.11 Youth Centre (Ali Romanos)

- **See annexures below for Ali's thoughts on spending.**
- There was a discussion about consultation with youth for funding options. This could look like a survey, online poll or going into schools.

Action: Marie to set up a separate bank account (fixed-term deposit) to ringfence the \$135,062.26 from the sale of the Youth Centre building.

13.12 Swimming Pool (Raylene Treder)

- Nothing to report.

Next meeting date: 3 September 2025 at Tararua District Council Service Centre, 136 Main Street, Pahiatua

Meeting Closed at 9.02pm.

Ali Romanos (Chair): _____

Ringfencing and investment of Youth Centre proceeds

Following sale of the Youth Centre building, the Committee has resolved to ringfence \$135,062.26, to be invested by the Treasurer in two fixed-term deposits.

The purpose of ringfencing these funds separately from Explore Pahiatua's main account, is to protect and promote their expenditure for youth-, tamariki- and rangitahi-centric projects and objectives, to promote youth wellbeing and hauora.

The Explore Pahiatua committee will retain its discretion for how such funds are ultimately utilised. We cannot predict the future, and there may come a time where it is appropriate to utilise these funds for general community benefit (for example, disaster or wartime relief, etc.) However, the committee considers it appropriate to mark the history, and guiding (but non-binding) parameters for expenditure:

- These funds were obtained from the sale of the Youth Centre building, which Explore Pahiatua (formerly Pahiatua On Track) purchased in 2004 with the benefit of grants and community fundraising.
- Between 2004 and 2024, Explore Pahiatua leased the building on favourable terms to Tararua Community Youth Services (TCYS), in a quasi-partnership to foster local youth services and support.
- In December 2024, TCYS was required to close its Pahiatua branch and vacate its lease. This was the result of central-government funding cuts to TCYS.
- As a result of the Youth Centre's closure, youth support and services have naturally reduced, with greater pressure on the schools.
- Following a public consultation period, in which no substantive written or oral submissions were received, the committee resolved unanimously to sell the building.
- Settlement occurred on 7 July 2025. After legal and agency fees, Explore Pahiatua received \$135,062.26.
- The committee will invest these proceeds in term deposits of differing lengths. This investment mix is designed to enable funds to be available when needed, while also ensuring the balance is prudently invested to obtain higher interest.
- The committee wishes for these funds to be utilised to support youth services and endeavours. We note the TCYS's sphere of activities, when operating locally, included driver-licensing support, NCEA educational support, holiday programmes, well-being and hygiene support (such as free-haircut days), and art and craft projects (such as the Oamaru stone-carving workshops).
- In line with Explore Pahiatua's general objectives, the committee envisages that funding should, in the first instance, be directed to benefit community over individual needs.
- The committee envisages funding may be applied to one-off or ongoing projects and services.
- The committee envisages funding should not be applied where there would be a duplication of local services. For example, the Youth Centre used to provide 'Kai Pai' food packages. However, such food packages are now already available from other community organisations.

- As noted, these parameters are non-binding. For example, the committee may, in future, consider it desirable to offer grants for individuals.

Xero Report

Cheque Account Reconciliation Summary

Explore Pahiatua (Incorporated)

As at 4 August 2025

Cheque Account

DATE	DESCRIPTION	REFERENCE	AMOUNT
Totals Summary			
4 Aug 2025	Balance in Xero		260,222.18
	Plus outstanding payments		-
	Less outstanding receipts		-
	Plus unreconciled statement lines		-
4 Aug 2025	Statement balance (calculated)		260,222.18
29 Jul 2025	Imported statement balance		260,222.18
4 Aug 2025	Calculated balance out by		-
Balance in Xero			
4 Aug 2025			260,222.18
Statement Balances			
4 Aug 2025	Statement balance (calculated)		260,222.18
29 Jul 2025	Imported statement balance		260,222.18
4 Aug 2025	Calculated balance out by		-

Bank Statement

Explore Pahiatua (Incorporated)

For the period 1 July 2025 to 4 August 2025

Cheque Account

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
Opening Balance							
1 Jul 2025						-	58,943.18
Statement Lines							
3 Jul 2025	Sanam A Salmani	3 Jul 2025	Sanam Meeting Fees	Yes	Bank Feed	(600.00)	58,343.18
3 Jul 2025	Anaissa Mandal	3 Jul 2025	Anaissa Meeting Fees	Yes	Bank Feed	(600.00)	57,743.18
4 Jul 2025	TARARUA DISTRICT COU	4 Jul 2025	0601	Yes	Bank Feed	51,722.31	109,465.49
7 Jul 2025	INNES DEAN LAWYER	7 Jul 2025	INNES DEAN 183 MAIN ST NET SALE PRO 0301 183 MAIN ST	Yes	Bank Feed	135,062.26	244,527.75
8 Jul 2025	Nova Energy	8 Jul 2025	Youth Centre Power	Yes	Bank Feed	(99.12)	244,428.63
18 Jul 2025	TARARUA DISTRICT COU	18 Jul 2025	0601	Yes	Bank Feed	15,000.00	259,428.63
20 Jul 2025	Bush Tele-de Lesseps	21 Jul 2025	Bush Telegra Advertising	Yes	Bank Feed	(538.84)	258,889.79
20 Jul 2025	Mitre 10 New	21 Jul 2025	Corn Garden	Yes	Bank Feed	(703.73)	258,186.06
20 Jul 2025	Toki Mows	21 Jul 2025	Lawn Mowing Polish Memor	Yes	Bank Feed	(400.00)	257,786.06
25 Jul 2025	Taranua District Cou	25 Jul 2025	Exp Christma Inv124086 Road Closure inv124086	Yes	Bank Feed	(866.92)	256,919.14
29 Jul 2025	I.R.D. 089-449-804	29 Jul 2025	D361166800# 30/06/2025 GST 9999 30/06/2025	Yes	Bank Feed	3,303.04	260,222.18
Closing Balance							
4 Aug 2025						-	260,222.18