Community Committee
committee@explorepahiatua.co.nz
www.explorepahiatua.co.nz

PLEASE NOTE THESE ARE DRAFT MINUTES WHICH HAVE NOT BEEN CIRCULATED & NOTED AS A TRUE & CORRECT RECORD UNTIL THE FOLLOWING MEETING.

Minutes of the Explore Pahiatua Incorporated Society meeting held at the Tararua District Council Service Centre, 136 Main Street, Pahiatua on 8 September 2026 at 7pm

1. Present

1.1. Committee Members: Raylene Treder (Chair), Ingrid de Graaf, Bex Brown, Anaissa Mandal (minutes), Jo Laing

1.2. Tararua District Council Representatives: Cr Elisabeth Kennedy, Cr Peter Naylor

1.3. Public attendees: Nil

2. Apologies

2.1 Georgina Morrison (Secretary), James Devoe (Treasurer)

3. Conflicts of Interest

3.1 Anaissa asked if its a conflict to get a stall at the Explore Christmas Market and committee saw no issues

3.2 Raylene raised her new position as Community Development Officer with Tararua District Council and whether this could create any conflict with her continued membership of Explore Pahiatua.

Following advice from others and discussion with the committee, no conflict was identified at this time. Raylene acknowledged that, where a matter may create an actual or perceived conflict between her Council role and her role as a member of the Explore Pahiatua committee, she will declare the conflict and abstain from voting or participating in the relevant discussion.

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

4.1 Nil

5. Confirmation of Minutes

5.1 **That the minutes of the Explore Pahiatua meeting held on Wednesday, 5 August 2026 at 7pm (as amended) be confirmed as a true and accurate record of the meeting.**

Carried

6. Matters Arising

6.1 Nil

7. Correspondence

Inwards

i. Buy A Block
    1. Bronze block

        a. Smart Family
    2. Sliver block
        a. Brenda & Gary Cooper & family
        b. Richard Law & Family
        c. Glenis Park
        d. Bird Family
    3. Gold block
        a. Russell Leigh Joinery
    4. Platinum block
        a. B & J Hewitt Family
        b. Moe's Meats
        c. Terry and Rae Powell
        d. Eagle Family
        e. Ken & Steph Norman

ii. IRD: GST Return Overdue
iii. Sarah Wells: Pou Herenga Kaupapa | Service Improvement and Integration Lead, Rangitāne
    a. Thanks for grant for Pahiatua Piki Te Ora event.
    b. Information on renting stage
iv. New Zealand Companies Office - James Devoe registered authority
v. Rachael Dell - Seeking info about Pahiatua Municipal Plantings
vi. Invitation to Eastern & Central Community Trust Annual Public Meeting
vii. Ariana Nikora-Mclaren | Te Kahu Tūhono - Cultural Engagement Coordinator, Ngāti Kahungunu, Rangitāne (as below)
viii. Jeanie Gaisford - Marketing Lead and Customer Service Manager, FoodFlo re voluntary
ix. Kiriana Putirā - night markets
x. Rayene Treder: New role with TDC (as below)
xi. TDC: LTP Planning (as below)

Outwards

i. Georgina:
    1. Max Walsh: Advising outcome of funding decisions
    2. Acknowledgement of Buy A Block emails & forward to Pools email
    3. Referred Rachael Dell to TDC

7.1 Items Arising -

That the inwards be received and outwards noted.

Carried

8. Council Report - Cr Kennedy

- As per report and also discussed:
    - The new subdivision by Fonterra
    - Consultation on the services- libraries (see actions)

9. Financial Report

9.1 Current status

Balance of Accounts:			Remainder Funding:	
Main Account	Business Group	Term Deposit (Youth fund)	Grant Funding	Tagged funds

$101,415.43	$1392.95	$138,403.19	$8,117.41	$88,247.17

9.2 Invoices to be approved for payment on 20th:

Bush Telegraph Advert	$538.84
COMMUNITY GARDEN - Fiona	$96.53
GST	$6,469.13
Accountant fee	$1,725
Mitre10	$867.07
Total Due	$9,696.57

9.3 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	$420.92
Community Garden remaining infrastructure works	$855.19
Lawnmowing for Polish memorial (until Nov 2026)	$1,260
Discretionary funding (originally $8117.41)	$8,117.41
Meeting fees/7 members yearly 2026	$6,750
Civil Defence Group	$14,883
Explore Christmas	$10,000.00
Dog Park maintenance	$1,915.00
Bush Aquatic Trust (Paid FEB 2026) $10,000	$0
Pavers	$20,000
Insurance	$1,224.58
Business Group of $1,500. (JAN 2026)	$1,392.95
Total	**$88,247.14**

That the financial report for the preceding month be received and that identified invoices are approved for payment. Carried

10. Grant Applications

Actions: Apply for fonterra fund for drinking fountain for dog park

11. Portfolio Reports

Portfolio Reports

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

- "AI, Robotics And The Future Of Work" workshop on this Thursday, 10th September - was postponed from August due to lack of interest - now have 7 registered, hoping for a few more. Final call for registrations to go out today (08.09.2026).
- Assisted Tararua College and REAP Wairarapa to find employers to attend the Quick Fire Connections event held last Thursday, 3rd September at the College. The purpose of this event was to support youth to develop interview skills, connect businesses with young people interested in employment in their industry and share their knowledge of industry challenges and benefits and to create employment enhancing opportunities for youth. The event went really well and it seems likely it will become an annual event in which the PDBG is keen to be involved again.
- Waiting on Tararua College to confirm dates for "Employment Contracts" and "Gateway" event ideas.
- Need to schedule a date for "Side Hustles" event, once other event dates are confirmed.
- Need to decide whether to have the annual PBDG Quiz (in November) but I would like to go ahead with this, if I can find a few helpers.

Explore Pahiatua Marketing (Ingrid de Graaf & Anaissa)

- Bush Telegraph - no advert placed in August
- Bush Telegraph - need to confirm what we will do for September
-
- Facebook :
- 1st August - Committee update advert (same as Bush Telegraph advert in August)
- 1st August - Carnival Park caution post
- 7th August - Beale Trucking thank you
- 10th August - PDBG event share
- 13 August - swimming pool investment opportunities post
- 28th August - Carnival Park update
- 7th September - Dark Skies volunteer recruitment post
- 8th September - shared PDBG event again (AI, Robotics & The Future of Work)

Cycleway project (Ingrid de Graaf)

- 08.09.2026 - No update today but endeavouring to work on this tomorrow

Road Safety Committee (Raylene Treder)

- Ingrid - I followed up today (08.09.2026) with Glenn Connelly to see if he had started a discussion with TDC regarding the Mangahao Road/SH2 intersection. I am awaiting his reply. Also followed up last month on 03.08.2026, but no reply was received.

Swimming Pool (Raylene Treder)

- Still in procurement - no update.

Youth (Raylene Treder)

- No update.

Harvard Playground Upgrade (James Devoe)

- The old momentum swing had a new safety barrier installed around it, and the area was filled with bark. The bark was also topped up around all of the other playground equipment to improve the safety surface and overall condition of the playground.
- Yet to speak with Bexx regarding the funding applications for the upgrade playground equipment.

Stage (James Devoe)

- St Anthony's decided not to use the stage due to staff changes

Civil Defence (Georgina Morrison)

- Have been working with schools to encourage them to create or review procedures and go through them for Spring. Pahiatua School has been the stand out with an excellent review and they're working on updates. They said they found the exercise really valuable.
- Tararua College is close to exams so not ideal to trial anything but reviewing comms systems and have found issues that need to be solved. That's great to find that out now and not in a crisis!
- In talks with Ballance and St Anthony's schools to support their planning
- Vulnerable People's list is a step closer. We have a website blurb ready to go and the contact form is ready to be printed off and left with Michael at the Pharmacy once it's all on the web. It would be great to get this circulated to aged care groups and online once it's all in place. You can view the Policy & Procedure and forms here. Happy to take feedback too
- I've found out that St John have Major Incident Vehicles that have a number of stretchers etc for 50 people and trying to establish whether we can access those in an emergency and where they're located so we can take that into account if a civil defence emergency was centered in Pahiatua.

Minutes: Defib check for uptown for every month because of the incident in Bush Stadium - someone called Bexx and didn't turn on and needed to have the same pin. Happen to have the wrong pin (see action).
● Look into hiring a professionals on site for events - if accidents happen during these times e.g. paramedic (see actions to consider).

Explore Christmas (Bexx)

- Entries are coming in for stalls and the food stalls are full.
- Advertising has started on socials
- Bexx meeting with Jacksons next week
- Road closure being completed

Community Garden (Fiona)

-

Carnival Park (Karolyn) Answered by Ingrid:

- Georgina and I spent a large chunk of time in August and early September, communicating with Karolyn regarding the tree felling work at Carnival Park. This was following concerns that the contract with JDM Earthmoving was signed by Carnival Park Reserve as a sub-committee of Explore Pahiatua.
- We obtained a copy of the Terms of Reference between Carnival Park and Explore Pahiatua.
- We obtained a copy of JDM's Health & Safety policy, and also their site specific plan, relating to the work recently undertaken.
- Based on wording provided by Karolyn and refined by Georgina, we issued a Facebook update on Carnival Park, in an attempt to alleviate public concerns about what was happening there.
- Although the trees have now been successfully felled, and removed, Horizons have not yet paid JDM Earthmoving as there are burn piles that need to be dealt with and a fence that needs to be reinstated (Initially it was indicated by the JDM that it would not need to be

removed to complete the work, but it was. That said, the Fonterra farm have offered the labour to reinstate it if JDM cover the cost of the posts).

- We haven't yet heard from Karolyn when they are keen to plant but it does sound like the offer from Foodflo for 40 labour units will be perfect to make this happen. There are also other volunteers in the community who would like to assist.
- Karolyn has indicated (at this stage) that she will attend our October meeting to provide an in person update and also to cover off the next item for Carnival Park which is the Community Agreement with DOC which is up for renewal at the end of October.

Minutes:

- 'Does carnival park has funds to cover the 1500 cost of pole? And maybe approach fire brigade for this?
- JDM email- fonterra told them to take them out-
- Food flo offered team building time and check with karolyn for planting- date and time to ask food flo for confirmation

Dog Park (James)

- Plants have arrived and I have only managed to plant around 50 on the weekend before the rain set in.
- I've had a few people ask whether we're ever going to install a drinking fountain for the dogs. I'm not sure if this is something we've looked at before.

12. AGM dates and nomination forms for Committee members

13. Walk of fame- Council to sign it off and start work in October

Next meeting date: 7.00pm 7th October 2026 at Tararua District Council Service Centre, 136 Main Street, Pahiatua.

Meeting closed at 9.05pm.

Raylene Treder (Chair): _____