
Eketāhuna Our Town Inc.

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COMMITTEE MEETING MINUTES OF THE EKETĀHUNA OUR TOWN INCORPORATED SOCIETY HELD IN THE ST JOHN HALL, CHURCH STREET ON THURSDAY, 12 MAY 2022

1. MEETING PROTOCOL

1.1. Present:

Rena Tyler (Chair), Corinna Carew (Deputy Chair), Terry Carew (Treasurer), Glynne MacLean (Secretary), Everlyne Chase, Jenny Davidson, Margaret Drysdale, Colin Fraser-Davies, Warren Chase and David Kinzett.

1.2. Apologies:

Jules Burt (EIC Coordinator), Margaret Parsons (EIC Coordinator), Murray Rawstorn (Deputy Secretary) and Marian Smolders.

1.3. Conflict of Interest Declaration:

Terry Carew Menz Skills Shed.

1.4. The Chair declared the meeting open at 7.05 p.m. and welcomed all in attendance.

2. CONFIRMATION OF THE PREVIOUS MEETING MINUTES

2.1. Minutes of The Previous Meeting

The minutes of the previous Meeting, held on 10 March 2022 were taken as read. They had been previously circulated via email.

Motion: That the minutes of the Eketāhuna Our Town Meeting, held on 10 March 2022, be accepted as a true and accurate record of that meeting.

Moved: J. Davidson **Seconded:** R. Tyler

Decision: Carried

Action: Nil

2.2. Business Arising From The Previous Meeting

2.2.1. Signs For The Corner of Main & Bridge Street

- a. The chair thanked Corinna for organising this in her absence.

- b. The library side sign is installed.
- c. The Keinzley side of the road sign has been delayed as Phil Keinzley wishes to see Derek Cuming next time he is passing through regarding placement. The Chair will follow up with Phil Keinzley in a few weeks. In the interim the sign is being stored in the library.
- d. We will need to pay for the post (one or two depending on final placement) to install on Keinzley side as this was not included in the quote from Chaos By Design Nz.

2.2.2. Item 12 – Letter to TDC re toilet in park.

To be dealt with in Correspondence.

3. ITEM 3 – CORRESPONDENCE

3.1. Inwards

The following inwards correspondence was received:

3.1.1. Dani Fryer of The Training Shed.

30 March 2022. Email from Dani Fryer of The Training Shed in response to publicity officer's email regarding the addition of a Training Shed listing on the Our Town website under the Sports, Clubs & Interest Groups section.

3.1.2. Cr. Raylene Treder

09 April 2022. Email from Cr. Raylene Treder responding to letter of 07 April 2022 re lack of toilet facilities at the Eketāhuna playground.

3.2. Outwards

The following outwards correspondence was sent:

3.2.1. Membership Address List

24 March 2022. Secretary email to membership address list, Eketāhuna 2022 Our Town Annual General Meeting minutes and reports, and the March meeting 2022 minutes and reports

3.2.2. Dani Fryer of The Training Shed

30 March 2022. Email from publicity officer to Dani Fryer of The Training Shed regarding the addition of a Training Shed listing on the [Our Town website](#) under the Sports, Clubs & Interest Groups section.

3.2.3. TDC, Mr Chris Chapman & Cr. Raylene Treder

07 April 2022. Email with letter attached sent by Secretary to TDC, Mr Chris Chapman & Cr. Raylene Treder, re lack of toilet facilities at the Eketāhuna playground

3.2.4. TUMONZ

12 May 2022. Email from Secretary to TUMONZ map software support advising that an incorrect map provided with their NZ Map software for Eketāhuna – Church Street is shown as a cul-de-sac, Wilson Lane is not noted and Jones Street is labelled Main Street, along with a corrected map png asking that they advise the appropriate people in the organisation to get it fixed.

3.2.5. Central Energy Trust

Treasurer email to Central Energy Trust requesting an extension for CCTV cameras through to December as the contractor has not yet signed the contracts.

3.2.6. Membership Address List

10 May 2022. Secretary email to membership list May Meeting Agenda

Motion: That the inwards correspondence be accepted and the outwards correspondence be ratified.

Moved: R. Tyler **Seconded:** T. Carew

Decision: Carried

Action: Nil

4. ITEM 4 – REPORTS

4.1. Financial Report:

Terry tabled the March 2022 and April 2022 Financial Reports, copies of which were circulated to the meeting, and are attached as enclosure 1 to these Minutes. He noted that:

- a. March and April we are doing very well.
- b. TDC funds are now pulled down annually at the end of the year. Mark Maxwell has taken over in that role at TDC.
- c. Charities return which is due in by 01 June 2022 has been done.
- d. COGS application has been put in for \$5400 over three years.
- e. Application to ECCT has gone ahead.
- f. MA Scoon has very kindly paid \$468.00 (6x \$78 a fortnight) which has been entered as a donation. Terry has followed up three times in an attempt to ensure it is intended for us rather than an account entry error. No response has yet been received and Terry will advise when further information comes to light. In the interim it has been entered as a debt as it may need to be return to MA Scoon.
- g. Maintenance account has \$1000.00. Terry proposes we set aside \$150.00 a month for upkeep of murals, kiwi, sportsground and Our Town installations.
- h. Matariki flags to be ordered with a view to putting up a week before 24 June 2022 and taking down a week later.

Motion: That the financial report as presented be accepted and it be agreed that \$150.00 be set aside monthly for maintenance of Our Town projects and installations.

Moved: T. Carew **Seconded:** J. Davison

Decision: Carried

Action: Treasurer sets aside \$150.00 a month for upkeep of murals, kiwi, sportsground and Our Town installations.

4.2. Eketāhuna Information Centre (EIC) Report:

Corinna tabled the Eketāhuna Information Centre (EIC) report for May in Jule's absence, which is attached as enclosure 2 to these Minutes. Points noted include:

- a. Sales not too shabby in the current economic climate and stock is still moving.
- b. Window for May is Badminton.
- c. A question to Colin, as our walking guru, regarding any additional Eketāhuna walks to be added to the reprint of their brochure *Tararua District Must Do Walks and Rides*.
- d. All 2022 Calendars are sold.
- e. An update on the flags from the Sign Box. The credit for the breaking flag will be used on more sliders to put on the entry and exit signs.

Motion: That the May 2022 Information Centre Report as presented be accepted

Moved: C. Carew **Seconded:** G. MacLean

Decision: Carried

Action: Nil.

4.3. Waka Park Report

Warren & Everlyne Chase presented the report. Points noted include:

- a. Confirmation a date and time for unveiling of the 9 piece mural which is now complete. July 2nd @ 2pm which coincides with Matariki. As part of that event we are holding a kawē mate to acknowledge the dead and to release their spirits to become stars and are inviting people to bring photos of those who have died in the last year. Nireaha Tamaki, Russel Gaskon and Mrs Copestake will be among those.
- b. The details of mounting the mural.
- c. The carvings are finished are in the process of being painted and the engineers are putting together their stands.
- d. Certificate of Conservation students were hosted today by Warren on a wahitapu – a tour of places in the district of value to people regardless of where they come from or who they belong to. Glynne asked if Warren could send some information so she could put up a page on the web site on such places and plants (e.g. the very old pāpāuma [*griselinia littoralis*] by the fish and chip shop) in the area.
- e. As part of their local history project the seniors from Eketāhuna School are going to weed the waka park garden and are looking to develop QR code accessible stories of the waka park.
- f. Kohā for Stella of \$500 with any remaining funds from the Waka Park to be put into the maintenance fund for ongoing upkeep.

- g. Warren requested a letter from Eketāhuna Our Town Inc. detailing the 4.5 hours a week he does on a volunteer basis to accompany an application for assisted funding of hearing aids. It was agreed Glynne would write an applicable letter and email it to Warren.

Motion: That the May 2022 Information Waka Park Report as presented be accepted

Moved: W. Chase

Seconded: D. Kinzett

Decision: Carried

Action: Nil.

4.4. Walking and Cycling Report

Colin presented the report. Points noted include:

- a. National Cycleway signs have appeared around town.
- b. Colin will keep an eye on progress of Miller's Reserve bridge.
- c. Welcome to Tararua sign poor placement.

4.5. 2023 Jubilee Report

Corinna presented the report. Points noted include:

- a. 150th sub committee meetings are now held monthly.
- b. Have got the go ahead from the Club to put a 6m x 5m roofed gazebo on their grass as our big impact contribution to the community to mark the 150th anniversary.
- c. Commemorative coin designs were presented and discussed. Funding is from the community board.
- d. Requested \$10,000 to be made available to the 150th sub committee to cover any potential funding shortfalls, like a float.
- e. Cheryl Banks has been seconded onto the committee in charge of research.
- f. Possibility of information signage to be placed around town noting historic points of interest.

Motion: That the May 2022 Jubilee Report as presented be accepted

Moved: C. Carew

Seconded: E. Chase

Decision: Carried

Action: Nil.

Proposal: That \$10,000 to be made available to the 150th sub committee from the projects account.

In Favour: Unanimous

Against: Nil

Decision: Carried

Action: That \$10,000 to be made available to the 150th sub committee from the projects account..

5. ITEM 5 – GENERAL BUSINESS .

5.1. Community Skills Shed.

Terry spoke about the Menz Shed moving forward with the Community Skills Shed which will be the size of a three car garage with one car sized entry. Terry spoke with Brooke from lotteries today and they are highly supportive. The Menz Shed has already raised nearly three thousand dollars towards it. It is proposed to be built at the Health Centre opposite the community garden and will have a drive in section for car maintenance, the middle section for carving and metal working stuff, the last third with a smoko area and out the back a covered patio which the community can use for barbeques etc.

Once due process and resource consents are done and final costs are established then Mitch will sort out the electrical requirements to be separated from the Health Centre. Heavy equipment power will be on a bookable basis with key access. Lotteries and the like will be approached for funding for equipment etc.

Rena commented it was an exciting development for the community and wide support was expressed by attendees for Our Town to assist with funding.

Motion: That \$5000 from the projects fund be made available for the Community Skills Shed connected to the Menz Shed on the Eketāhuna Health Centre premises.

Moved: D. Kinzett

Seconded: W. Chase

Abstained: T. Carew

Decision: Carried

Action: That the Treasurer make available \$5000 from the projects fund to the Community Skills Shed connected to the Menz Shed on the Eketāhuna Health Centre premises.

5.2. Purchase of Removable Drives to Back Up EIC PCs and Other digital data.

Glynne advised that both EIC PCs had been successfully updated and that David would do any additional updates when on volunteer duty at EIC.

David Kinzett said that it would be prudent to purchase two 32GB USB sticks to provide a recovery disk for each PC and a 2TB removal drive to back up Eketāhuna Our Town Inc. digital files from the EIC PCs, Treasurer, Chair and Secretary. The two 32GB usb sticks would remain on the EIC premises with each PC and the removable drive would be stored separately being passed from Secretary to Treasurer to Chair at subsequent meetings for them to add their files to. This not only provides a centralised repository but a back up in case of a premises fire. The estimated cost of between \$100.00-\$150.00 and was approved by the meeting.

5.3. Ideas For Projects

- a. Skills Shed and 2023 Jubilee as far as funding is concerned.
- b. Possible Dog Park – consultation will go out to the town once current by-laws are amended.
- c. Katie McGregor of [Chaos By Design Nz](#) is currently working on a town map with QR codes to provide information on particular items of interest.
- d. Pedestrian Crossing in response to on going safety concerns being raised. NZTA were first emailed in February. Last reply was an acknowledgement of concerns but pointing to a funding issue. Maybe time to escalate it as we do want a

commitment to either raise it or do something to improve safety. Work in progress.

5.4. Additional Flags.

Katie McGregor of [Chaos By Design Nz](#) is currently working on designs. Terry noted only four colours plus white can be used. Corinna will ensure Katie is made aware of this limitation.

5.5. Volunteers

Corinna mentioned the issue of more EIC volunteers leaving the district and the need to recruit more.

6. MEETING CLOSURE

6.1. There being no further business, the Chair declared the meeting closed at 8.12 p.m.

6.2. The next Meeting is scheduled for Thursday, 09 June 2022.

G. MacLean

Secretary

R. Tyler

Chair

Income & Expenditure **Info centre** **Our Town** **Apr-22**

Sales banked	\$ 517.00	\$ -	Interest
Grants	\$ -	\$ -	Grants
Fundraising	\$ -	\$ -	Donations/subs
Interest	\$ -	\$ 468.00	M Scoon

Total Income	\$ 517.00	\$ 468.00	
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Stock etc	\$ 360.12	\$ -	Our Town Sundries
Running Costs	\$ 1,232.26	\$ 120.00	Newsletter
Co Ordinators	\$ 800.00	\$ 1,687.63	Community Projects
Volunteer Expenses	\$ 56.81	\$ 300.00	Donations to

Total Expenditure	\$ 2,449.19	\$ 2,107.63	
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Bank Statement open	\$ 48,640.43
Bank Statement close	\$ 44,756.61

Funds Allocated	Info centre	Our Town
Lotteries CCTV		\$ 18,000.00
Waka Park (Lottery 2016)		\$ 2,450.96
Lotteries TMP		\$ 5,400.00
Lotteries STMS Co Ordinator		\$ 2,812.37
Lotteries 2021 Contractors	\$ 6,700.00	
Minor Projects	\$ 1,359.98	
Maintenance Acc		\$ 1,000.00
Total	\$ 8,059.98	\$ 29,663.33

Cash Flow	\$ 7,033.30
Cash Flow	\$ -
TDC Op Budget	\$ 5,289.16
Actual Cash Flow	\$ 12,322.46

Note:

- 1 TDC Funds pulled down Yearly - Balance is \$4,962.33
- 2 Charities Return to be completed by 1st June 2020
- 3 Lotteries CDGS Application x 3 years (\$4500)
- 4 Application to ECCT for Co Ords to be completed in July \$7200
- 5 \$78 SO Entered as Donation paid by MA Scoon fortnightly x 6 (\$468) Tracking down reasons for payment believed account entry error.

Coordinators Report for May 2022

	Feb	Mar	Apr
Local Visitors	47	70	74
NZ Visitors	46	41	92
Overseas	0	3	0
ATM Usage	420	395	456
Counter Sales	\$586.50	\$782.00	\$887.50

Hello Ladies and Gents

Visitors have been steady and sales not too shabby!

EIC Window Theme's

Window for May Eketāhuna Badminton.

TDC Walks

TDC are looking at reprinting the attached brochure, what other Eketāhuna walks need to be added?

Stock

As can be seen by the sales figures above, stock is still moving.

2022 Calendar

All Sold! Yaaaaaaay!

EIC Flags

Sign Box – Spoke to Jan, he has been given the go ahead for the shop flags, so hopefully not too long now. He will also mount Kev the Kiwi on the outside of the building.

We have been advised we will be getting a full credit from The Sign Factory for the flag that kept breaking. We will use the credit to get some more sliders made “Eke 150 Years Young”, “Eke Super Market”, and “

Kind Regards

Jules Burt
Co-ordinator

