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# Eketāhuna Our Town Inc.

32 Main Street

Eketāhuna 4900

New Zealand

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## COMMITTEE MEETING MINUTES OF THE EKETĀHUNA OUR TOWN INCORPORATED SOCIETY HELD IN THE ST JOHN HALL, CHURCH STREET ON THURSDAY, 9 DECEMBER 2020

**Present:** Rena Tyler (Chair), Corrina Carew (Deputy Chair), Terry Carew (Treasurer), Murray Rawstorn (Secretary), Jules Burt (EIC Coordinator), Everlyne Chase, Jenny Davidson, Margaret Drysdale, Colin Fraser-Davies, Gary Groombridge and Margaret Parsons (EIC Coordinator).

1. The Chair declared the meeting open at 7.00 p.m.

### ITEM 1 – CONFLICT OF INTEREST DECLARATION

2. Nil.

### ITEM 2 – APOLOGIES

3. Glynne MacLean and David Kinzett.

### ITEM 3 – MINUTES OF THE PREVIOUS MEETING

4. The minutes of the previous Meeting, held on 12 November 2020, were taken as read. They had been previously circulated via email, but no copies, other than the Chair's and an electronic version, were available at the meeting.

**Motion:** That the minutes of the Eketāhuna Our Town Meeting, held on 12 November 2020, be accepted as a true and accurate record of that meeting.

**Moved:** M. Rawstorn

**Decision:** Carried

**Seconded:** J. Davidson

**Action:** Nil

### ITEM 4 – BUSINESS ARISING FROM THE PREVIOUS MEETING

5. **Item 6/7 (relating to Minutes dated 8 Oct, Item 12/23) – Mural Painting.** Rena has been in contact with Katie McGregor, who has been tied up with, amongst other things, Christmas activities. She will contact Rena early next year.
6. **Item 6/8 (relating to Previous Minutes Item 12/24) – Community Recognition.** Referred to General Business – see Item 12/23.
7. **Item 9/18 Lime Track Consents.** Referred to Standing Agenda – see Item 10/21.

## ITEM 5 – CORRESPONDENCE

### Inwards

8. The following inwards correspondence was received:
- a. 1 Dec 20 – Tararua District Council Mayoral Personal Assistant, Angie Barrett, email to Secretary, advising intention to load Civic Honour ceremony material onto a USB stick.

### Outwards

9. The following outwards correspondence was sent:
- a. 29 Nov 20 – Secretary e-mail to Tararua District Council Mayoral Personal Assistant, Angie Barrett, seeking progress re arrangements to provide Our Town with copy of Civic Honour ceremony material.
  - b. 3 Dec 20. Secretary e-mail to Distribution List, Our Town Committee Meeting – Wednesday, 9 December.
  - c. 7 Dec 20. – Secretary e-mail to Distribution List, Next Meeting's Agenda and Last Meeting's Minutes: Our Town Committee (x2, due to inadvertently omitting attachments).

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

**Moved:** M. Rawstorn  
**Seconded:** C. Carew

**Decision:** Carried  
**Action:** Nil.

10. Corinna advised of correspondence back and forth between her and the Christmas Parade Traffic Management Plan (TMP) provider, which had included receipt of an invoice. Discussion ensued regarding the service provided and the amount Our Town is being charged for what is considered to be a below-par performance.

**Action:** Corinna to continue challenging the invoice amount with the provider until settlement.

## ITEM 6 – FINANCE

11. Terry tabled the November Financial Report. He noted that the finances are still going well, with a cashflow of \$4924, although the TMP invoice will reduce that by about 2400. There will be an underspend in the operational budget, which will help cover some of this expenditure, or funds from the minor works account could be used to offset a portion of it. A cost of no more than \$1500 was expected.

12. Terry has completed an application to the Lotteries Commission for financial year 2021 for funding assistance with the fitness track, the coordinators, Flag Trax, and TMPs. The total applied for is \$26,000. The remainder of the TDC operational budget will be drawn down in January.

13. Rena explained that there are two budgets in the Council from which Our Town receives funding: a projects budget and an operational budget. The project account is able

to keep rolling over and which can be added to. The operational budget cannot be added to; it is a use or lose facility each financial year.

**Motion: That the November 2020 financial report as presented be accepted.**

**Moved:** T. Carew  
**Seconded:** E. Chase

**Decision:** Carried  
**Action:** Nil.

## **ITEM 7 – INFORMATION CENTRE REPORT**

14. Jules tabled the Information Centre report for last month. Points noted:
- a. Local visitor numbers have vastly increased from 57 to 146, whilst national visitors remained about the same. There was one international visitor.
  - b. The centre is still not receiving any ATM reports, a situation which has been going on for some time. E-mail requests are going unanswered.
  - c. Counter sales increased \$600 for the month to \$2100.
  - d. An additional Christmas stock order has been placed, given demand has already seen much of it sold.
  - e. The window display theme for this month should come as no surprise: Christmas 🎅.
  - f. 2021 calendars are still selling, with only 13 remaining.
  - g. No newsletter will be produced until February's issue.

**Motion: That the November 2020 Information Centre Report as presented be accepted.**

**Moved:** J. Burt  
**Seconded:** M. Drysdale

**Decision:** Carried  
**Action:** Nil.

15. Jules showed the meeting 'Kev' the Kiwi, to be fitted to the outside wall of the Information Centre. A previous quote for a design was \$1500; this one was done locally by The Signbox for \$150. As the wall is to be painted (delayed from earlier in the year due to Covid lockdown), the meeting agreed that the kiwi would not be affixed until the painting is completed. Rena asked that Our Town's appreciation be passed to The Signbox for the quality and swiftness of the work.

## **ITEM 8 – WAKA PARK PROJECT REPORT**

16. Everlyne advised the meeting Warren has almost finished staining the seat. He is planning to have it installed in the park early in the new year.

17. The garden was cleared prior the Christmas Parade, with a number of 'interesting finds.'

## **ITEM 9 – WALKING AND CYCLING REPORT**

18. Our Colin has been contacted by Colin Yonge, a Dannevirke-based project manager who assisted with the Tararua District Council's 2019 *Visitor and Walk-Cycle Strategy and Action Plan*. He, our Colin and Charlie Death, Chair of the Eketāhuna Community Board, are to meet on 14 Dec to consider possible cycling routes around the district. Colin Y also sent

our Colin information on an organisation that publishes cycle touring. They have published a route which, unlike Cycle NZ's offering, comes through the Eketāhuna town area. Colin Y has sought information on what could be done to enhance this route, including the best way of linking up with Pūkaha, to which our Colin has replied.

19. Colin has continued to work through the Rides and Walks booklet, providing feedback to Mark Maxwell, Tararua District Council. Mark appears most appreciative of the information they are receiving from Colin.

20. Whilst working through the booklet, Colin discovered Naenae Road, which leads to the northern entry to Forest Park. The gravel road is well maintained, as are the three walking tracks that are available from this entrance. Colin has been unable to determine ownership and management, although there appears to be no impediment to use of the area. General discussion ensued over potential owners and land usage, including by the NZ Army. Colin will continue to investigate and update the next meeting on the various work streams he is following.

### **ITEM 10 – LIME TRACK REPORT**

21. Terry has received confirmation from the Tararua District Council that no resource consenting is required and this has been forwarded to interested parties. Terry can now formally approach, amongst others, the Manager of the Tararua Alliance with a view to gaining their assistance with aspects of construction. He is hopeful work can begin in early 2021.

### **ITEM 11 – 2023 JUBILEE REPORT**

22. Nothing further to report. Their next meeting is scheduled for January 2021.

### **ITEM 12 – GENERAL BUSINESS**

23. **Community Recognition.** Candice Rawstorn has been unable to progress, primarily due to family bereavement and work commitments. Rena raised a suggestion that something appropriate, such as a dinner for two or a night away, accompany presentation of the certificate. The meeting was invited to consider this and discuss at the next meeting.

24. **Carols by Candlelight – 13 Dec 20.** Margaret D advised everything was in hand. The sale of raffle tickets, that started with the Santa Cruise and is currently at the Information Centre, will be completed and the raffle drawn at the function.

25. **Christmas Parade (aka Santa Cruise) – 28 Nov 20.** Corinna advised that the *Bush Telegraph* had been in contact and would be covering the event in the next issue. There was general agreement that the day had gone well, with much enjoyment, a high number of participants and the weather holding. Corinna thanked the volunteer crew who helped out at the event.

26. **Potential Extended Hours at Service Centre.** Rena raised a question posed to her regarding the possibility of the Tararua District Council Eketāhuna Service Centre's opening hours being extended. The suggestion is for one late night or a Saturday morning, once a month, for people who work away from the area or who are otherwise unable to get there during normal business hours, to access the Service Centre and Library. This facility was available years ago. Corinna had submitted a proposal, however it did not progress. She

noted that a late evening opening may be most palatable, as the Service Centre could simply slide its opening hours, therefore the same number of daily hours would be worked, and staff often have their own commitments on Saturday mornings. Brenda Graves was identified as a point of contact. Rena tasked Murray to progress.

**Action:** Murray to contact Brenda Graves at Tararua District Council to raise prospect of amended hours for the Eketāhuna Service Centre.

27. **Maintenance Matters.** Terry raised the outstanding issues of painting the external wall of the Information Centre and renovating the kiwi next to the Four Square on the west side of High Street, both ideally summer projects. General discussion ensued on how these should be achieved.

28. Rena also raised the painting of the white kiwi, a quote for which was accepted about a year ago, however still has not been completed. Rena will contact again and give the Dannevirke-based contractor one last chance to complete before Our Town seeks an alternative provider.

29. **Misspelling of Eketāhuna.** Colin has noticed the town's name being occasionally misspelt on maps and publications, with the letter *a* in place of the second *e*; i.e., Ekatāhuna, something also noticed by others. He encouraged anyone noticing such misspellings to take steps to discourage this practice.

30. **Pūkaha Events.** Everlyne notified the meeting of two launches occurring at Pūkaha. The first is a book launch on Sunday, 13 Dec. The book is called *Three Little Kiwi*, and was written by one of their rangers, Tara Swan, and is illustrated by Angelique Hicks (the daughter of another ranger), who will read it. The second launch, on Monday, 14 Dec, is a taster of the forthcoming New Zealand Certificate in Conservation (Operations) Level 4 course in partnership with UCOL; the course commences on 8 March 2021.

### ITEM 13 – NEXT MEETING

31. The next Meeting is scheduled for Thursday, 11 February 2021.

### ITEM 14 – MEETING CLOSURE

32. There being no further business, the Chair declared the meeting closed at 7.45 p.m.

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**M. RAWSTORN**  
Secretary

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**R. TYLER**  
Chair

#### Enclosures:

1. November 2020 Financial Report
2. Information Centre Coordinator's Report December 2020 (not available for mailout)

**Income & Expenditure**

	Info centre	Our Town	
Sales banked	\$ 1,553.50	\$ -	Interest
Grants	\$ -	\$ 490.00	Grants
Fundraising	\$ -		
Interest	\$ -		
Donations/subs	\$ 300.00		
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<b>Total Income</b>	<b>\$ 1,853.50</b>	<b>\$ 490.00</b>	
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Stock etc	\$ 1,383.45	\$ -	Our Town Sundries
Running Costs	\$ 1,501.70	\$ 60.00	Newsletter
Coordinators	\$ 800.00	\$ -	Community Projects
Volunteer Expenses	\$ 6.38	\$ -	Donations to
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<b>Total Expenditure</b>	<b>\$ 3,691.53</b>	<b>\$ 60.00</b>	

Bank Statement open	\$ 31,150.78
Bank Statement close	\$ 29,742.75

**Funds Allocated**

	Info centre	Our Town	
Fitness Track		\$ 8,535.85	
Waka Park		\$ 2,450.96	
Volunteer Expenses (COGs)	\$ 1,445.53		
OP Grant	\$ 813.79		
Minor Projects	\$ 2,467.57		
ECCT - Coordinators	\$ 3,500.00		
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<b>Total</b>	<b>\$ 8,226.89</b>	<b>\$ 10,986.81</b>	

**Our Town Cash Flow                    \$ 10,529.05**

**Note**

- 1 Will draw down TDC operational budget in January 21
- 2 Application with Lotto for 21 FY for Fitness Track, Co Ordinators, Flagtrax and TMP's (ANZAC and Santa Cruise)