
Eketāhuna Our Town Inc.

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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 WEDNESDAY, 07 DECEMBER 2022

1. MEETING PROTOCOL

1.1. Present:

Rena Tyler (Chair), Terry Carew (Treasurer), Jules Burt (EIC Coordinator), Margaret Parsons (EIC Coordinator), Glynne MacLean (Secretary), Everlyne Chase, Jenny Davidson, Bernard O'Neil, Warren Chase and David Kinzett.

1.2. Apologies:

Corinna Carew (Deputy Chair), Murray Rawstorn (Deputy Secretary) and Margaret Drysdale.

1.3. Conflict of Interest Declaration:

Terry Carew Menz Skills Shed.

1.4. The Chair declared the meeting open at 7.06 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 November 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 November 2022, be accepted as a true and accurate record of that meeting.

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

Decision: Carried

Action: Nil

2.2. Business Arising From The Previous Meeting

2.2.1. CCTV

- a. TDC put out a press release which generated no community feedback.
- b. In discussion with Ombudsmen regarding the legal requirements to publicise camera locations the Ombudsmen has advised this is only required if they are looking into private property which here they are not.

3. ITEM 3 – CORRESPONDENCE

3.1. Inwards

The following inwards correspondence was received:

3.1.1. Chaos by Design.

01 December 2022. Email from Katie McGregor including final draft of map, invoice and advice that for future alterations the cost would be the hourly rate of \$28.75 (no GST as Chaos by Design is not GST registered) and estimation that any alterations of business names or placements wouldn't take Chaos by Design longer than 2 hours.

3.2. Outwards

The following outwards correspondence was sent:

3.2.1. Membership Address List

20 November 2022. Secretary email to membership address list, Eketāhuna 2022 Our Town 13 October 2022 Meeting minutes and reports.

3.2.2. TDC – Peter Wimslett

Treasurer email to Peter Wimslett requesting invoice for CTV cameras (\$69K) and reiterating we need this prior to Christmas as the funds have to have been dispersed by February 2022.

3.2.3. Chaos By Design

22 November 2022. Email with from Secretary reporting back from November meeting and requesting the approved changes be made by Chaos by Design, a cost indication for future alterations.

3.2.4. Membership Address List

05 December 2022. Secretary email to membership list 07 December Meeting Agenda.

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

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

Decision: Carried

Action: Nil

4. ITEM 4 – REPORTS

4.1. Financial Report:

Terry tabled the November 2022 Financial Reports. He noted that:

- a. The \$10,000 operational grant from TDC has been received which we receive in advance rather than in arrears which makes life much easier.
- b. Finances have taken quite a hit with the purchase of \$4000 of stock.
- c. Next four payments for co-ordinators will come out of the cash balance as an only apply to ECCT for one project a year (Pergola) so no more funding coming in for this until March.
- d. Any non reimbursable purchases required over \$500.00 that have not already been budgeted for please speak to Terry before proceeding to ensure minimum balances available for the anniversary etc.
- e. Awaiting invoice for the Santa Cruise. The money is in from Lotteries for that.
- f. Lotteries application is in for the contractors which we will receive in March, the TMPs for next year and discussion around a Part-Time employee for the Information Centre due shortage of voluntary staff creating unplanned closures.
- g. Christmas Flags for High Street have been ordered but no date for their arrival.

Motion: That the financial report as presented be accepted and permission granted for paying the accounts due to be paid and applications to be proceeded with.

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

Decision: Carried

Action: Nil.

4.2. Eketāhuna Information Centre (EIC) Report:

Jules tabled the Eketāhuna Information Centre (EIC) report for December which is attached as enclosure 2 to these Minutes. Points noted include:

- a. Things definitely on the rise, including International Visitors.
- b. December is Christmas Window.
- c. 1st Late Night Shopping was very quiet; hopefully the other late nights will be good.
- d. Calendars now available for sale. Have sold over 50 already.
- e. Stock is selling very well as can be seen by the sales figures.

- f. Have ordered the 150th and Market Days Strips and will follow up tomorrow. Needs 2m more metres of industrial velcro.
- g. Next Year will run a continuous window advertising the 150th until April.

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

Moved: J. Burt **Seconded:** Margaret Parsons

Decision: Carried

Action: Nil.

4.3. Santa Cruise Wrap Up

In Corinna's absence Jules spoke to this:

- a. It was great; the rain did not dampen the atmosphere or turn out as the streets were lined with people.
- b. TMP people were fabulous – really good, well organised, started early, left late, so accommodating and didn't need the additional volunteers we had on stand by. Highly recommend them.
- c. As the first Santa Cruise since covid we expect it will build up again over time, with the return of more stall holders and floats (and hopefully sunshine).
- d. Unfortunately the notice of the late cancellation of the school float was taken by some as a cancellation of the entire event.

Glynne asked that the photos be taken be emailed or texted to her for the EOT website so she receives the raw files rather than downloading from Facebook as not a member of Facebook.

4.4. Walking and Cycling Report

Colin not present.

4.5. 2023 Jubilee Report

Jules said it will start gearing up in January. Jenny asked when tickets were going on sale and Bernard said the Golf Club were also asking when registration packs were going out. Margaret Parson said Janice Duffy picked up that information yesterday. Everlyne asked for a copy to be sent to her to go on the **Pūkaha** Facebook page too.

5. ITEM 5 – GENERAL BUSINESS.

5.1. Pedestrian Crossing/ NZTA Meeting

Rena, Glynne and Steen McGhie met with Glen from NZTA and it was a more positive meeting than expected but have heard nothing since. He was here for about an hour and very nice, listened, understood and offered good suggestions but did say that he both lacked budget and clout as funding was assigned on a population at risk basis which puts small towns at the bottom of the priority list.

- a. He noted that there is no sign to warn of a pedestrian crossing when approaching from the north.
- b. The south sign is partially hidden by the trees and is an obsolete sign.
- c. The bulb and paint on the poles needs replacing and the stripes need to be widened.
- d. Plants needed pruning on the south end as would obstruct a small child from a driver's vision. Robin Wilson said he'd do that.
- e. One suggestion he made was to put a large red 50kmph on the road which was agreed to be an excellent cost effective option.
- f. Building up the pedestrian crossing is a longer term project and may occur when the crossings are raised in Pahiatua, Woodville and Dannevirke. A 30 kmph, 40 kmph and 50 kmph sized road bumps are available – Glen's preference for our location would be a 30kmph raising.

Rena email a follow up and got a reply sorry been away will get back to you.

5.2. Map – Final Proof

Glynne circulated the final proof of the map sent by Katie. Warren pointed out a typo – a spelling mistake on item 32, missing a g. It should read "Mangaoranga Eketāhuna Cemetery/RSA" as requested in the email of 22 November from Our Town,

A discussion was held about adding QR codes after maps were printed if a weather proof adhesive solution could be found.

Decisions need to be made regarding size of codes to be used. Using them as border was discussed to not hold up the printing of signs. Glynne & Rena would work on this

5.3. Filing System

Glynne said we now had the boxes but needs help due to her hands to do the filing. Jenny had good suggestions last meeting as to how to file folders within the boxes and note what was where so Glynne asked if she could perhaps lead this in so far as how to do proceed with a system which Glynne could then document for future reference and perhaps we could have a filing working bee with a number of us meet over a file of files and sort stuff. Rena said there needed to be a sort out as financials only need to be kept for seven years and other documentation may no longer be needed and we did not know what is currently in the filing cabinets. Terry suggested they be used for the current documentation that needs to be accessible and older papers be filed in the boxes. Will deal with this in the New Year.

5.4. Community Skills Shed

Terry spoke to this. Preferred option is \$260K, second option nearly \$300K but get more for the 260K option. Looking for funding from ECCT, Waireka, Lotteries – if secured building will start next November scheduled to be finished in February 2024. Wairarapa REAP and Tararua REAP with a view to using it will pay \$25-35 an hour and \$15.00 goes to the skills shed for power, tools etc. and the cost of the materials individuals usually pay for. If it is for kids Wairarapa REAP will give us funding towards materials as well. Just awaiting

final paperwork and applications to be finalised. All work tops will be removable so meetings and brass band practise could occur there once built.

The toilet will be accessible from the outside for community gardeners and BBQ area with out having to acces the Health centre.

All Very exciting.

5.5. Feasibility Report for the 27 Main Street Building

Lotteries are to do a feasibility report detailing how the community could use the derelict building at 27 Main Street, how we would use it, such as a mobile hub, retail hub et al, what it would cost to buy it, do it up to current standards and equip it accordingly. Once we have costs we then need to get out and raise the funding with Lotteries on board. The feasibility report allows us to start.

5.6. Lighting Donation

Bertus from South Africa's father was treated by St John in Eketāhuna and he works for a company called Firefly in Australia and donated red and white lighting as a gesture of thanks. Suggestion is to put them on the siren tower and use a timer to run it as power usage is minimal. If these work well we could look at raising funds to purchase additional lights and place them in other locations too.

5.7. Waitangi Day

An event will be held at the Waka Park on Monday 06 February. All Welcome. Rena said if funds are required please present a breakdown of what and how much to the committee. Warren expects it to be around \$450.00.

5.8. Waireka Trust

Rena and Terry attended the AGM held in Eketāhuna.

5.9. July Consultation

Rena said prior to rescheduling another community meeting we need to follow-up on progress of items discussed at the last meeting. These include, but not limited to the proposed Dog Park and Museum reopening post covid.

5.9.1. Dog Park

Glynne said the scanning of the graves is booked to occur next week. Once completed the gravesites will be able to be mapped and delineation of the cemetery to allow marking off the proposed dog park.

5.9.2. Museum Update

Warren spoke of the huge amount of work having been done at the Museum and Bridget's work undertaken to train new volunteers and to assist them to establish relationships with other local Museums. Back of house visits to Aratoi in Masterton and Te Manawa in Palmerston North and an invitation to visit Te Papa in Wellington to demonstrate storage and collection procedures have been arranged. We are particularly keen to establish close relationships with our three closest Museums Dannevirke, Woodville and Pahiatua. The Museum Facebook page is being updated weekly. Now that the work room has been

sorted, like with like, work has begun cataloguing the collection and condition reporting. All the Māori items have been catalogued. Items are also being uploaded to Ehive.

Glynne said we are looking for locals with specific areas of interest to help with cataloguing and condition reporting. For e.g. she is doing the sewing machines so if anyone knows of people with areas of specialist interest please get in touch.

Kaumātua and kuia are being asked to come through and talk about items they know anything about. So far Margaret Parsons has done this, Jenny Davidson is scheduled and Mr Peterson has been approached about the farrier equipment and Jim Sullivan.

5.10. Late Night Shopping

Everlyne said Manukura was available to come up for the next three Fridays and do a walkabout. Pūkaha will donate at least three family day passes as random prizes at late night shopping.

5.11. Thanks to the 2022 Committee and Sub Committees

Everlyne thanked the committee and the sub committees for their hard work in 2022 on behalf of everyone present and those unable to attend.

6. MEETING CLOSURE

6.1. There being no further business, the Chair declared the meeting closed at 8.05 p.m.

6.2. The next Meeting is scheduled for Thursday 09 February 2022.

G. MacLean

Secretary

R. Tyler

Chair

Coordinators Report for Dec 2022

	Sept	Oct	Nov
Local Visitors	67	83	147
NZ Visitors	79	127	122
Overseas	10	2	24
ATM Usage	419	430	468
Counter Sales	\$811.00	\$1604.00	\$1656.00

Hello ladies and Gents

Things definitely on the rise, including International Visitors.

EIC Window Theme's

December is Xmas Window.

Eke Late Night Xmas Shopping

1st Late Night Shopping was very quiet, hopefully the other late nights will be good.

Stock

Stock is selling very well as can be seen by the sales figures.

EIC Calendar

Calendars now available for sale. Have sold over 50x already.

Merry Xmas everyone!

Kind Regards

Jules Burt
Co-ordinator

