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# Eketāhuna Our Town Inc.

32 Main Street

Eketāhuna 4900

New Zealand

eketahunakiwicountry@xtra.co.nz

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## COMMITTEE MEETING MINUTES OF THE EKETĀHUNA OUR TOWN INCORPORATED SOCIETY HELD IN THE ST JOHN HALL, CHURCH STREET ON THURSDAY, 11 FEBRUARY 2021

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

### ITEM 3 – MINUTES OF THE PREVIOUS MEETING

4. The minutes of the previous Meeting, held on 9 December 2020, were taken as read. They had been previously circulated via email and were available at the meeting.

**Motion: That the minutes of the Eketāhuna Our Town Meeting, held on 9 December 2020, be accepted as a true and accurate record of that meeting.**

**Moved:** T. Carew

**Decision:** Carried

**Seconded:** J. Burt

**Action:** Nil

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

5. **Item 12/23 – Community Recognition.** Regrettably, no progress for a variety of personal reasons. The Chair has indicated she would like to see this completed as soon as possible, having discussed the situation with Murray R prior to this meeting.
6. **Item 12/26 – Extended Hours at Service Centre.** Murray R has been in contact with Brenda Graves, Tararua District Council Librarian. Brenda will discuss Our Town's proposal with the CEO upon the latter's return from leave and advise a decision.
7. **Item 12/28 – Maintenance Matters.** Rena had contacted Murray (contractor) re the painting of the kiwi. There has been no progress for a year, with Murray stating that it is not a priority for him. Rena will contact Murray to inform him that we will be re-advertising the project and that his services are no longer needed. Jules had contacted Mark Watson (a local painter) who is interested in taking on the painting of the kiwi.

## ITEM 5 – CORRESPONDENCE

### Inwards

8. The following inwards correspondence was received:
  - a. 16 Dec 20. Tararua District Council Mayoral Personal Assistant, Angie Barrett, to Secretary, RE: Tararua District Civic Honour Presentation: Margaret Parsons, advising the Civic Honour ceremony material has been downloaded to a USB stick and discussing uplift.
  - b. Dec 20. Tararua District Council Mayoral Personal Assistant, Angie Barrett, to Secretary, enclosing the Civic Honour ceremony material USB stick.
  - c. 9 Feb 21. Tararua District Council Librarian, Brenda Graves, replying to Request for Extended Hours to the Eketāhuna Service Centre.

### Outwards

9. The following outwards correspondence was sent:
  - a. 9 Jan 21. Secretary to Tararua District Council Librarian, Brenda Graves, Request for Extended Hours to the Eketāhuna Service Centre.
  - b. 9 Jan 21. Secretary e-mail to Distribution List, Our Town: Next Meeting's Agenda and Last Meeting's Minutes.

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

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

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

## ITEM 6 – FINANCE

10. Terry tabled the January Financial Report. He noted that the finances are still going well. This is a reflection of the ongoing rise in sales at the info centre.
11. Re the application to the Lotteries Commission for financial year 2021 for funding assistance with the fitness track, the coordinators, Flag Trax, and TMPs: Rena and Terry met with the Lotteries representative, Nathan Black, who advised the application looked favourable; however, it should be noted that that is his opinion; the final decision will sit with the approving board which meets in March.
12. A request to TDC has been e-mailed requesting the drawdown of funds from the operational budget. These will be paid 20 February 2021.
13. The Annual Accounts are with Sweeney for review in readiness for the AGM in March.

**Motion: That the December 2020 and January 2021 financial report as presented be accepted.**

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

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

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

14. Jules tabled the Information Centre report for last month. Points noted:
- a. Local and national visitor numbers continue to increase.
  - b. The window display theme for next month will reflect the lawn mower racing.
  - c. 2021 calendars have all been sold.
  - d. Future banking may incur a \$25 fee for pick up by a security company, as the banking of cash has become a time-consuming business. It was agreed that cash would be banked quarterly.
  - e. There had been an e-mail reference Topiary – Discussion occurred around possibly using the Camelias on Newman Road – To progress this initiative further.
  - f. Di Eagle had spoken with Jules ref local artists advertising their work in the Art boxes. Local artists were concerned that the boxes are not secure. This could be overcome by scanning the work and using copies to advertise, rather than originals.

**Motion: That the January and February 2021 Information Centre Report as presented be accepted.**

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

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

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

15. The bench is in situ, alongside the fences
16. Everlyne advised there are still ongoing issues with Monty's wall and his intention to place advertising material for drag racing, which will clash with the ambience of the Waka Park. Everlyne is monitoring the situation.

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

17. Without Colin in attendance, no report presented.

## **ITEM 10 – LIME TRACK REPORT**

18. Terry reported the project is gathering momentum, with a date to be set in April to install the fitness stances.

## **ITEM 11 – 2023 JUBILEE REPORT**

19. Corinna advised a meeting took place in January. Everything is in hand, with the next meeting scheduled for April 2021.

## **ITEM 12 – GENERAL BUSINESS**

20. **Maintenance Matters.** Rena will contact Murray (Kiwi Re Paint) to discuss when the kiwi will be painted. Murray has stated it is not a priority for him; this is unacceptable as it has been a year since he offered to paint the Kiwi. Rena to discuss when Murray intends to complete or the project will be readvertised.
21. Katie McGregor has purchased the materials to replace the current faded mural on the wall in the children’s park.
22. **Flagtrax System.** Terry suggested a competition to design a flag that would be the template for the sixteen flags that would be raised on the Main Street. Terry will contact Mangans and other local businesses to discuss options.
23. **Misspelling of Eketāhuna.** Tararua District Council to be asked to update the spelling of Eketāhuna on their website.

## **ITEM 13 – NEXT MEETING**

24. The next Meeting is scheduled for Thursday, 11 March 2021, immediately following the AGM to be held the same day.

## **ITEM 14 – MEETING CLOSURE**

25. There being no further business, the Chair declared the meeting closed at 7.40 p.m.

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**T.M CAREW**  
Treasurer (for Secretary)

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**R. TYLER**  
Chair

### **Enclosures:**

1. December 2020 and January 2021 Financial Reports
2. Information Centre Coordinator’s Report January and February 2021 (not available for mailout)

Income & Expenditure	Info centre	Our Town	Dec-20
Sales banked	\$ 1,762.50	\$ -	Interest
Grants	\$ -	\$ -	Grants
Fundraising	\$ -		
Interest	\$ -		
Donations/subs			
<b>Total Income</b>	<b>\$ 1,762.50</b>	<b>\$ -</b>	
Stock etc	\$ 2,270.31	\$ 220.91	Our Town Sundries
Running Costs	\$ 454.16	\$ 90.00	Newsletter
Coordinators	\$ 800.00	\$ 431.33	Community Projects
Volunteer Expenses	\$ 9.77	\$ 107.49	Info centre Sundries
<b>Total Expenditure</b>	<b>\$ 3,534.24</b>	<b>\$ 849.73</b>	

Bank Statement open                   \$ 29,742.75  
Bank Statement close                   \$ 27,228.77

Funds Allocated	Info centre	Our Town
Fitness Track		\$ 8,535.85
Waka Park		\$ 2,450.96
OP Grant	\$ 138.72	
ECCT - Coordinators	\$ 2,700.00	
Minor Projects	\$ 2,036.24	
Volunteer Expenses	\$ 1,435.76	
<b>Total</b>	<b>\$ 6,310.72</b>	<b>\$ 10,986.81</b>

**Our Town Cash Flow                   \$ 9,931.24**

**Note**

- 1 Will draw down TDC operational budget in January 21
- 2 Awaiting Lotto Application outcome - Co Ords, Flagtrax, TMP x 2 and Lime Track Stances Mar 21
- 3 Awaiting ECCT App Contractors - \$5000
- 4 Date to recognise volunteers



### Coordinators Report for Feb 2021

	Nov	Dec	Jan
Local Visitors	146	105	122
NZ Visitors	127	183	309
Overseas	1	6	3
ATM Usage	419	478	485
Counter Sales	\$2123.50	\$2371.00	\$1266.00

Hello Ladies and Gents

Visitors up from last month, both local and NZ. Another Month no report from ATM.

#### EIC Window Theme

January - Summer. Thanks to Tanmay and The Op Shop for some props.

February – Lawnmower Racing.

#### Art Boxes

Di Eagle asked if Our Town was doing anything to promote the art frames? Mark Watson was given 1<sup>st</sup> option. Mark was not sure about the security of the frames.

#### Paul McDonald

Topiary letter. (see attached).

#### Banking

BNZ Have changed the way deposits are made. They have a machine that counts all notes and coins that you operate yourself. This is cumbersome and time consuming, It took approx. ¾ hr last time I did it.

They do offer a pickup service through Armour Guard, the cost for this is \$25.00 per pick up.

I personally think this is the best option as I don't go to Masterton very often and I would not expect anyone else to process the manual deposit.

#### Move Shop Around

I would like to reorganise the shop. Move the counter and Mark Dimmock's model of Eketāhuna.

### **New Cash Box**

Our blue cash box is twisted and hard to lock/unlock. A new one is approx. \$40.00.

### **Op Shop Ball**

The committee organising this ball wants to sell the tickets out of EIC. They also want their posters printed off.

All proceeds go to EHC.

### **Window Lights**

Note in message book saying Managh Electrical fixing flickering light. Who organised this?

### **New TShirts**

See Sample.

Kind Regards

Jules Burt  
Co-ordinator

