



# MINUTES

## Geraldine Community Board Meeting Wednesday, 1 October 2025

Ref: 1793557

**Minutes of Timaru District Council  
Geraldine Community Board Meeting  
Held in the Geraldine Library/Service Centre  
on Wednesday, 1 October 2025 at 6:30 pm**

**Present:** Jan Finlayson (Chairperson), Wayne O'Donnell, Shane Minnear, Rosemary Woods, Andy McKay, Clr Gavin Oliver

**In Attendance:** **Councillors:** Stacey Scott

**Officers:** Andrew Dixon (General Manager Assets and Infrastructure, Acting Chief Executive), Ben Dalloway (Aquatic Operations Team Leader), Jessica Kavanaugh (Democracy Services Lead)

**Public:** John Bray

## 1 Apologies

### 1.1 Apologies Received

#### Resolution 2025/243

Moved: Jan Finlayson

Seconded: Andy McKay

That the apology of Janene Adams, Mayor Nigel Bowen and the early departure of Clr Gavin Oliver at 7.45pm if needed, be received and accepted.

**Carried**

The departing Community Board Member gave their valedictory speech;

Chairperson Jan Finlayson acknowledged departing Community Board Member Wayne O'Donnell and thanked him for his service and dedication to the community.

Wayne O'Donnell – An interesting 12 years on the Geraldine Community Board, a game of two halves with a love-hate relationship. He has enjoyed what I have done for the community, and acknowledges that not all the public appreciates what the Community Board does. Wayne provided the history of the leadership at the Timaru District Council while he was on the Geraldine Community Board. It was acknowledged the a change over the last three years, with a lot driven down by the central government. Wayne also advised that the road ahead will be rough. The last six years there have seen rising rates and declining services, which is part of the current cycle, acknowledged the loss of constitutional knowledge at the Timaru District Council.

## 2 Public Forum

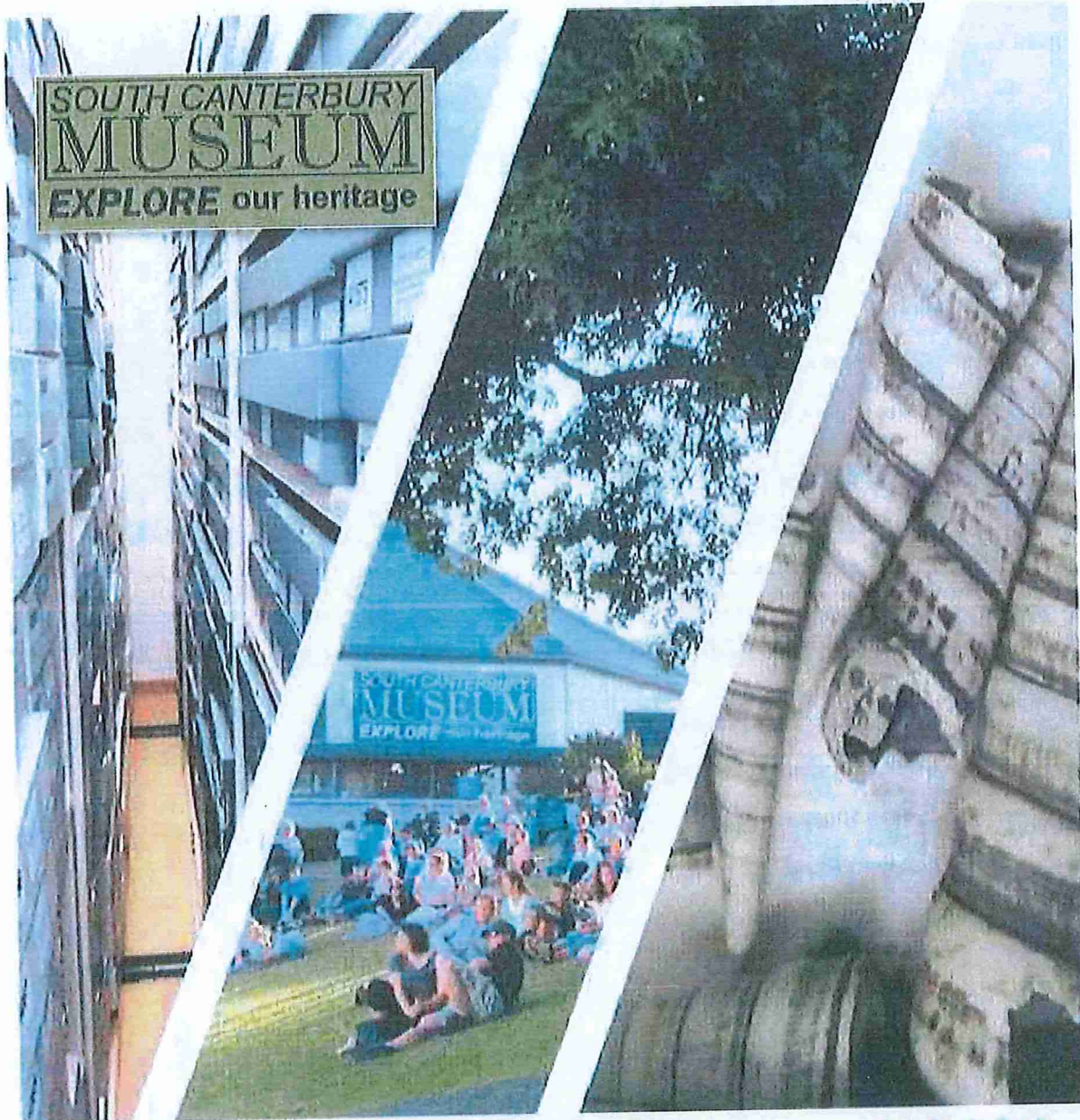
**John Bray** – Presented the Community Board with a draft proposal for the commemorative panel at the Cox Street rose garden. John also provided the costings of the panel to the Community Board.

Discussion included the style of the panel matching with others in the area, and the process required before the installation can occur. The final planting of the roses which has not yet been completed.

Further discussion included the spacing of flagpoles, which was confirmed to be 1.5 times the flag length.

**Attachments**

- 1 Commemorative Panel Proposal



**GERALDINE RECREATIONAL RESERVE  
ROSE GARDEN:  
INTERPRETATION PROPOSAL**

South Canterbury Museum (with Geraldine RSA)



Author: Tony Ripplin Date: 8 August 2025

**CONTENTS**

**Contents ..... 2**

**1. Summary ..... 3**

**2. Introduction ..... 3**

**3. Past / Existing signage ..... 3**

**4. Methodology ..... 3**

**5. Design and Recommendations ..... 4**

    5.1 Material and costs ..... 4

    5.2 Panel content ..... 4

    5.3 Placement options ..... 6

    5.4 Partners and logos ..... 6

    5.5 Options for further information ..... 6

    5.6 Font choices – a consistent element ..... 6

**6. Implementation ..... 7**

    6.1 Timeline ..... 7

    6.2 Roles and Responsibilities ..... 8

**7. Maintenance & replacement ..... 8**

**8. Next steps ..... 8**

**9. Appendices ..... 9**

    9.1 Frame design plan ..... 9

    9.2 Draft layout ..... 10

## 1. SUMMARY

The South Canterbury Museum was approached by the Geraldine RSA to assist them in developing interpretive signage for the rose garden in the Geraldine Recreational Reserve to be replanted in August 2025.

Our understanding is that the garden's new plantings are to comprise of ten rose bushes, representing the span of years of conflict during the World Wars. This proposal presents an option for interpretation to share an insight into the broader Geraldine community's experiences of the war. It is intended to provide a further opportunity for visitors to the area to reflect on the experiences of the past, and this community's contribution and sacrifice.

## 2. INTRODUCTION

Telling the breadth of the story of the local community's contribution and sacrifice would be difficult to achieve in a simple interpretation panel. However, a panel offers the opportunity to provide a targeted insight into this experience, inviting reflection and perhaps encouraging further personal discussion or exploration of the experiences of people of the broader Geraldine area.

The concept for the interpretation is focused around two images or groups of images. The first is a single portrait image of the first draft of men from Geraldine, prepared for embarkation to the First World War. We know who each man in the photograph is, something of their experience of the war, and whether or not they returned home, or were wounded or died as a result of their service. While each man's story would not be explored in great depth, an overview of the group's experiences will reflect their wider community's – and the country's – experience.

The second group of images will provide an insight into the experiences of locals in the Second World War. It also offers to broaden the scope of coverage geographically, focusing on experiences of those from the Orari Bridge area. Significantly these images also bring to light a woman's experience, not reflected in insights offered by the image for World War One.

## 3. PAST / EXISTING SIGNAGE

In this case no previous signage exists in this location. However, it is worth noting that an English Oak was planted adjacent to the site in July 2025, offering another opportunity for reflection.

## 4. METHODOLOGY

Standard practice for interpretive signage should be applied, including:

- Simple fonts – avoid serifed or decorative fonts that could impede clarity.
- Good contrast for legibility, including avoiding overlapping of text and imagery.
- Concise and simple language, focusing on delivery of key information. Consistency with similar messaging in the district should also be considered. Clear images or graphics should be selected.

- Ensuring information remains relevant to the site but can link to alternate sources of information in the area (as appropriate).
- Select durable and long-lasting materials, with long-term maintenance in mind.
- Ensure there are no compliance issues with nearby road reserves or similar.
- Branding remains consistent and meets organisation requirements.
- Placement is effective for the audience, including ensuring it remains at a suitable height. In this case it should also not impede sightlines.

## 5. DESIGN AND RECOMMENDATIONS

### 5.1 Material and costs

It is recommended that the panel utilises a standard design format, already being deployed in Timaru. The Parks unit already has some of these frames on hand and they have proven to be robust and low maintenance. It follows a pattern set for the Aigantighé Art History signs. More about these signs can be found on the Wuloo website at <https://wuloo.timaru.co.nz/signs>

This design consists of hot-dipped galvanised metal frames, simply left unpainted to avoid the need for maintenance required by flaking of paint/powder-coating over time. Existing examples of these signs have now been in the ground in coastal and salty conditions for some years with no decay evident.

Details (see Appendices for a plan of the frame):

- Materials: 100mm box section.
  - Main interpretation panel set at 30°, with central support and interior 'tabs' to fix ACM panel
  - Two 100mm box section legs, fixed into concrete below ground. Height above ground to centre of interpretation panel support, set at 1000mm
- Interp panel frame Total size: 1200(w) x 600(h)mm (Internal 100(w) x 500(h)mm)
  - ACM Panel therefore 1095(w) x 495(h) to allow fitting.

Parks had five of these sign frames made recently for \$465 +gst each. A quote for \$445 from Timaru Signs & Graphix was chosen for two ACM panel inserts for a recent project. This would make an estimated materials cost of around \$690 +gst. Note that this cost does not include installation, but may be carried out by Parks staff – but they have not been consulted at the time of writing.

### 5.2 Panel content

The concept for the interpretation is to offer an insight into local experiences of the Geraldine community (both town and broader rural area). Utilising images from the South Canterbury Museum and the Geraldine RSA offers the chance to hone the focus to a more personal level by allowing the viewer to identify with individuals in both conflicts.

Additional elements include a recognition of the garden's planting in 2025, and a 'call to action' for viewers to consider their own family's experiences of the conflicts.

### 6.2 Roles and Responsibilities

An initial approach to the South Canterbury Museum for support was made by the Geraldine RSA in late July 2025. In consultation with Jan Finlayson, Geraldine Community Board chair, and the Geraldine RSA it was agreed that the Museum would proceed in working with the RSA to develop this proposal and a draft plan for the panel content. The proposal will be presented to the RSA for feedback, who may then take the proposal to a Community Board meeting for discussion and to seek approval.

If approval is given, the South Canterbury Museum will complete the interpretation and supply the relevant file(s) to the Community Board, Liaison with the Parks Department regarding any installation would need to be determined.

## 7. MAINTENANCE & REPLACEMENT

Based on signage recently developed for the Wreck Memorial in Sophia Street, Timaru, the ACM panel has an expected lifespan of 5-7 years (as supplied by Timaru Signs & Graphics). However, similar signage installed in Art History signs, or around the Gallipoli Pine at the Timaru Botanic Gardens are still performing well after being in place for around ten years.

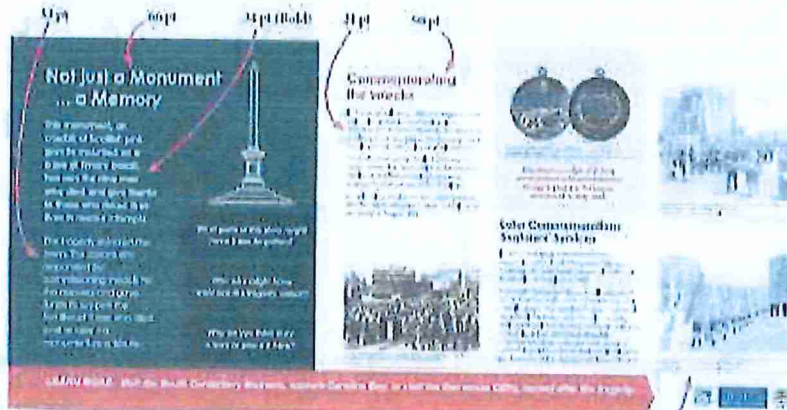
The interpretation panel should therefore be expected to last around ten years. At that time it would be up to the Geraldine community, RSA, and Community Board to decide on replacement or removal of the panel and frame if funding was not available. If replaced, this would also be an opportunity to refresh the content.

## 8. NEXT STEPS

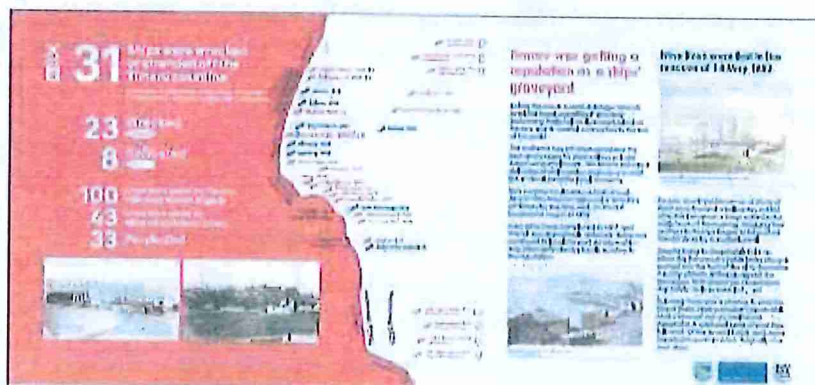
- 13 August 2025 - Present the proposal to the Geraldine RSA for feedback.
- August/October (TBC) - If approved, RSA to take the proposal forward to the next Geraldine Community Board meeting for approval.
- If approved, Community Board and Museum to liaise with Parks Department regarding installation.

Note if approved further design and editorial work may be required, dependant on acceptance and feedback to the initial concept.

Century Gothic was chosen as the primary font, with sizes used outlined in the diagrams below. Note the font did not have an italic option so the font was manually sloped as indicated.



Captions:  
12pt main text, sloped  
8pt footnotes



## 6. IMPLEMENTATION

### 6.1 Timeline

An Implementation timeline is yet to be developed, but will depend on approval and funding. The Parks unit already have some unused frames on hand, so this could speed implementation were it approved.

9.2 Draft layout



**Geraldine Volunteers for Europe**

They were first organized with the 1st Airborne Division, which was based in North Carolina in August 1942. All were given the rank of sergeant. The group was known as the 'Geraldine' and was made up of women who were trained as signallers. They were sent to France in 1944 and were involved in the liberation of the Netherlands. They were also involved in the liberation of the island of Bonaire in the Caribbean.

**Remembering Those Who Served**

While no single image can represent all who served from any community, there are always some who stand out. It is difficult to capture the experiences of those from the Geraldine camp.

It is a privilege to have the opportunity to meet and hear from those who served in the military. We will remember them.

**A Small Community's Contribution**

Next Month we will be celebrating the 80th anniversary of the end of World War II. The Geraldine camp was one of the largest camps in the world during the war. It was located in the Netherlands and was run by the British Army. The camp was known for its high standards of living and for the excellent care provided to the prisoners. The camp was also known for its excellent medical facilities and for the excellent food provided to the prisoners.

**RSB**

**RSA**

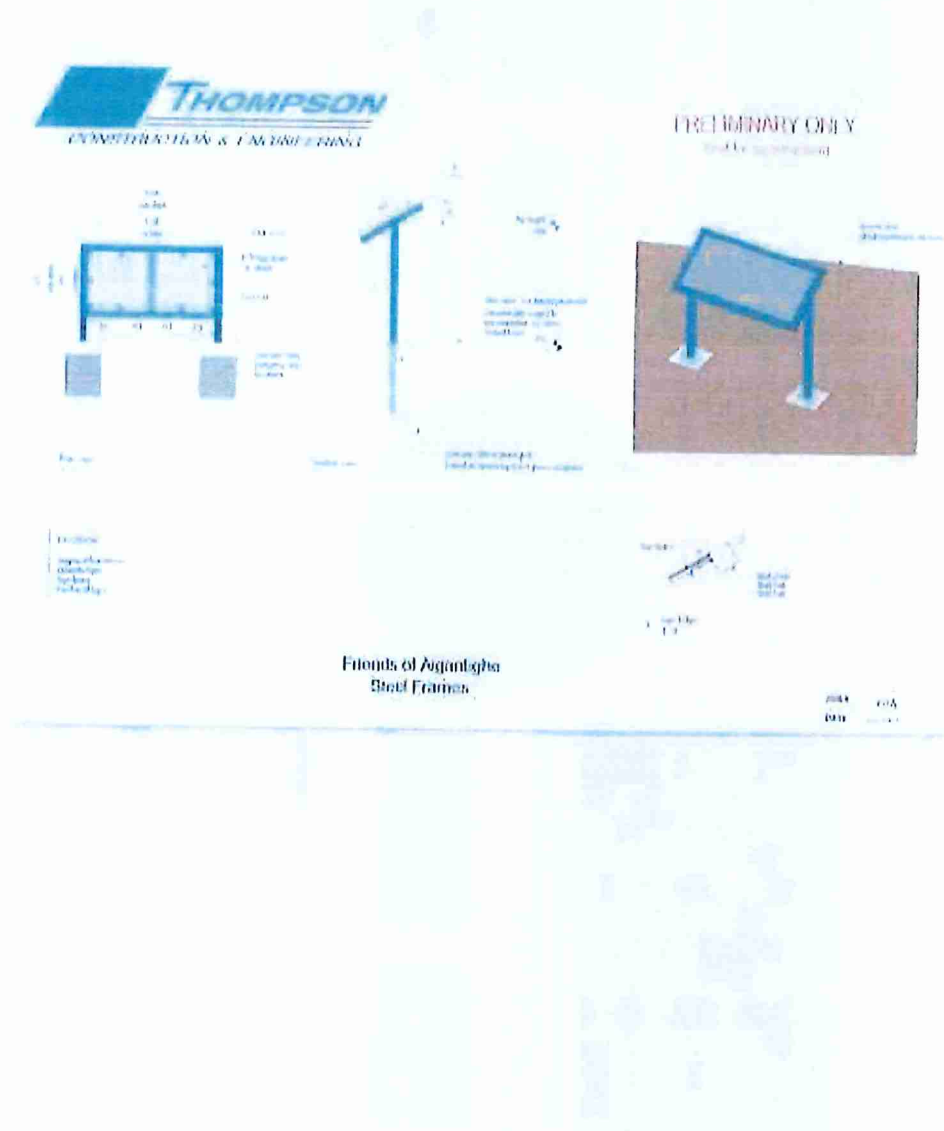
**ALUS**

**ALUS**

## 9. APPENDICES

### 9.1 Frame design plan

The design below was created by Thompson Construction and Engineering in 2018 for the Algantighe Art Gallery's Art History signs. New frames were made for the Park Unit, using the same plan, earlier this year.



**Proposed text (See appendices for a draft layout for the panel):**

### Remembering Those Who Served

While no single image can represent all who served from any community, these two groups can offer us a glimpse into the experiences of those from the Geraldine area.

### Volunteers for Europe

These thirteen men, depicted with the Mayor (centre), were farewelled from Geraldine in August 1914. All left the country with the first group of New Zealanders (the 'Main Body') in October 1914. Instead of heading to Europe, as was expected, the Main Body was landed in Egypt and almost all served at Gallipoli.

In the campaign at Gallipoli four of these men died in action or from wounds. Six more were invalided or wounded in the campaign. One man died of wounds serving in Palestine, while others served on the Western Front. Almost all of those who survived suffered serious illness or wounds during their time in service.

#### *Caption:*

*Back row: Benjamin G Edwards, James HH Patrick, Hamilton B Elmslie, Anthony J Johnstone, Herbert J Miller, Edward D Templer, Herbert M Campbell;*

*Front row: David Devon, Thomas E Squire, John R Howard, Geraldine Mayor John Kennedy, Leonard Mason, William J Davis, William Scott.*

*South Canterbury Museum 1574.*

### A Small Community's Experience

These twenty-two young men and women, who came from the small settlement of Orari Bridge, all served during World War Two.

They served in the army, navy, or air forces of the Allied Forces in theatres across the world: the Pacific, Europe, the Mediterranean or Atlantic, North Africa, and in Italy. Two of the men were killed in action late in the war. Some, including Lance Corporal Jocelyn Ford also served in Jayforce during the post-war occupation of Japan.

Both World Wars were defining events of the last century, with deep impacts on communities both large and small.

#### *Caption:*

*Top left: Jocelyn Ford, Ronald Ford, Alan Ford, F R Ellery;*

*Norman Smith, James Roland, Dick Johnston, W A Johnston,  
 Above: Hubert Lewis, Keith Ivey, Valentine Stonyer, E Burke:  
 Alan Cpulter, V McCann, Neil Lyons, P Lyons,  
 Below: P Brown, A Brown, Reg Brown, H South:  
 Alan Morris (KIA), Alec Morris (KIA)*

*Geraldine RSA Collection*

*[Feature question/Call to action]*

*Did someone in your family serve?*

*How did it shape their lives?*

### 5.3 Placement options

To be determined and will require consultation. Will depend on the landscape and planting planning.

### 5.4 Partners and logos

At this stage the partners to be recognised on the panel; are:

- Timaru District Council
- Geraldine RSA
- South Canterbury Museum

NB: The Geraldine Lionesses, responsible for a number of signs around Geraldine, were also approached during the development of this proposal. The response was positive and supportive, but they have not chosen to engage directly at this stage.

### 5.5 Options for further information

No options for further information are planned to be included on the panel at this stage. However, in future a QR code could be added to the panel to direct readers to further information online, as is being suggested by a separate concurrent proposal for the development of a consistent signage strategy for the district.

### 5.6 Font choices – a consistent element

Below are the font choices and sizes deployed for the Art History signs and Wreck memorial signs, which have been applied to the draft panel. It is recommended these choices are reused to ensure consistency of signage across the district. These recommendations may be subject to change in future if a district signage strategy is adopted, or if a different style is determined to be appropriate for this locality.

## 3 Identification of Items of Urgent Business

No items of urgent business were received.

#### **4 Identification of Matters of a Minor Nature**

The following matters of minor nature were identified:

- Document Library
- Commemorative panel at the Cox Street rose garden

#### **5 Declaration of Conflicts of Interest**

No conflicts of interest were declared.

#### **6 Confirmation of Minutes**

##### **6.1 Minutes of the Geraldine Community Board Meeting held on 20 August 2025**

##### **Resolution 2025/244**

Moved: Wayne O'Donnell

Seconded: Andy McKay

That the Minutes of the Geraldine Community Board Meeting held on 20 August 2025 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

**Carried**

#### **7 Schedules of Functions Attended**

##### **7.1 Schedule of Functions Attended by the Chairperson**

##### **Resolution 2025/245**

Moved: Jan Finlayson

Seconded: Shane Minnear

That the Schedule of Functions Attended by the Chairperson be received and noted.

**Carried**

#### **8 Reports**

##### **8.1 Actions Register Update**

The purpose of this report is to provide the Geraldine Community Board with an update on the status of the action requests raised by Community Board Members at previous meetings.

A verbal updated was provided by the General Manager Assets and Infrastructure on the earthquake-prone building system changes and the impact it will have on the Geraldine area.

Discussion was had on the following actions;

*Report on the Properties owned by Council in the Geraldine Ward*

General Manager Assets and Infrastructure advised that the stocktake is still ongoing to identify properties, with a report due to Council in early 2026.

*Resource Management Reform Report*

Clr Stacey Scott provided an update on the Proposed District Plan.

*Geraldine Cemetery Road*

Rosie Woods advised that this is still ongoing and will be brought to the Community Board in due course.

The Geraldine Community Board advised to keep the completed actions on the list, for the next Community Board to decide on their status.

**Resolution 2025/246**

Moved: Rosemary Woods

Seconded: Wayne O'Donnell

That the Geraldine Community Board receives and notes the updates to the Actions Register.

**Carried**

**8.2 District Pool 2025 – 2026 Summer Season Operational Hours Update**

The Aquatic Operations Team Leader spoke to the report to provide an update to the Geraldine Community Board about the opening hours of the Geraldine District Pool over the 2025-2026 summer season.

A verbal update was provided on the recruitment process since the writing of the report. The swimming club hours at the district pool were clarified, along with the changes from previous years. The extension of the opening hours during the peak period and the challenges of this were advised.

It was advised that good clear communication to the community regarding the opening hours will be beneficial.

**Resolution 2025/247**

Moved: Clr Gavin Oliver

Seconded: Rosemary Woods

That the Geraldine Community Board receive and note the District Pool 2025 – 2026 Summer Season Operational Hours Update.

**Carried**

The Chairperson moved the exclusion of the public to be heard before the Geraldine Targeted Rate Funding Application.

**12 Exclusion of the Public****Resolution 2025/248**

Moved: Jan Finlayson

Seconded: Shane Minnear

That the public be excluded from the following parts of the proceedings of this meeting, namely,—

**13.1 Geraldine Community Board Targeted Rate Funding Request - Supporting Documentation**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows at 7.00pm:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
13.1 - Geraldine Community Board Targeted Rate Funding Request - Supporting Documentation	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of deceased natural persons	To protect a person's privacy, including the privacy of deceased persons

Carried

**Note**

[Section 48\(4\)](#) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4)Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
  - (a)shall be available to any member of the public who is present; and
  - (b)shall form part of the minutes of the local authority.”

**9 Public Excluded Reports****13.1 Geraldine Community Board Targeted Rate Funding Request - Supporting Documentation****10 Readmittance of the Public****Resolution 2025/249**

Moved: Rosemary Woods

Seconded: Shane Minnear

That the meeting moves out of Closed Meeting into Open Meeting at 7.05pm.

**Carried**

**8.3 Geraldine Targeted Rate Funding Application**

The purpose of the report is for the Geraldine Community Board (the Community Board) to consider the funding request from Bike Geraldine Incorporated Society of \$10,000 from the Geraldine Community Board targeted rate fund.

Discussion included the funds this project has received from the Timaru District Council and the Geraldine Community Board.

**Resolution 2025/250**

Moved: Clr Gavin Oliver

Seconded: Rosemary Woods

That the Geraldine Community Board:

Receives and notes the funding application from the Geraldine Mountain Bike Park to the Geraldine Community Board Targeted Rate Fund and;

**Carried**

**Resolution 2025/251**

Moved: Clr Gavin Oliver

Seconded: Rosemary Woods

That the Geraldine Community Board:

Approves funding to the amount of \$10,000, to go towards the Geraldine Mountain Bike Park from the Geraldine Targeted Rate; and

**Carried**

**Resolution 2025/252**

Moved: Rosemary Woods

Seconded: Wayne O'Donnell

That the Geraldine Community Board:

Requires an accountability report to be provided within two months following completion of the project/event from the Geraldine Mountain Bike Park; and

Carried

### **Resolution 2025/253**

Moved: Wayne O'Donnell

Seconded: Rosemary Woods

That the Geraldine Community Board:

That any unspent funds relating to the Geraldine Mountain Bike Park; which are not used for the approved purpose must be returned to Council. If the approved initiative does not proceed, all allocated funds must be returned in full. In all cases, any unspent funds must be returned with the acquittal within two months of the initiative being completed or formally discontinued.

Carried

### **11 Consideration of Urgent Business Items**

No items of urgent business were received.

### **12 Consideration of Minor Nature Matters**

#### *Documents Library*

The Geraldine Community Board has requested a document library, whether it is a webpage or a location on the Timaru District Council website where members of the public are able to find the information in one place. This includes, but is not limited to, the Peel Forest Community Plan, North Waihi Plan, and Domain Redevelopment work.

#### *Commemorative panel at the Cox Street rose garden*

The Geraldine Community Board discussed the commemorative panel proposed for the Cox Street site. Discussion included the funding potentials, plaque for donation of the panel, installation, and ongoing maintenance.

### **13 Public Forum Issues Requiring Consideration**

The public forum items were considered as part of Minor Nature Matters.

The public excluded part of this meeting was undertaken before item 8.3.

**14 Board Member's Reports**

Gavin Oliver – Attended the Helipad opening, Meetings, Sculpture Trail discussions and meetings, other discussions and meetings with members of the public.

Andy McKay – 75<sup>th</sup> anniversary of the kindergarten, opening of the helipad.


Wayne O'Donnell – Geraldine District Foundation meeting, Geraldine Health partnership meeting, RSA Annual General Meeting and normal General Meeting.

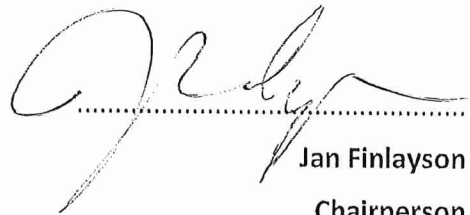
Shane Minnear – Provided no update.

Rosie Woods – Meet with Gail Bradley, member of the public regarding roading frontage at Woodbury Road, Meeting with Miles Anderson and Mayor Nigel Bowen, Emergency Operations Centre D4H refresher training, Eleanor Tripp Memorial Library Annual General Meeting, contacted by member of the public regarding a shared path between Orari and Geraldine, opening of the helipad and member of the public regarding the memorial walkway.

Chairperson Jan Finlayson thanked the Community Board for the achievements this term.

**The Meeting closed at 7.25pm.**

TIMARU DISTRICT COUNCIL  
  
Acting  
Chief Executive

  
Jan Finlayson  
Chairperson