

Pigeon Bay Reserve Committee

MEETING MINUTES

Minutes of the Ordinary Meeting Held:

Date: Tuesday 17 June 2025

Time: 11.25am

Venue: Pigeon Bay Settlers Hall, Pigeon Bay

Present: Murray Walls (Chair), Heather Walls, Charles Stewart-Robinson, Brenda Graham, Peter Barron, Helen Van Workum

In attendance: Colin Jacka, Dane Moir

1. **Apologies:** Vince Luisetti, Chris Figg, Asif Hussain Brenda/Charles
Carried
2. **Declarations of Interest:** Nil
3. **Public Forum:** Nil
4. **Confirmation of Minutes:** Minutes from the meeting held on 15 April 2025 as circulated.

Brenda/Charles
Carried

Matters Arising:

- Holding tank – extra 3000ltr tank installed and connected. Still some soil to fill hollows, Murray to consult with Chris to do asap.
- Submission Document – deferred to general business.
- Mower storage – delivery and installation completed.

5. **Health and Safety:** Moss build up on tennis court.

6. Correspondence

Inwards:

- C Figg – Caretakers report and stay night stats.
- C Jacka – re holding tank and container.

- BP Governance – acknowledge of minutes.
- H Walls – comment on draft minutes, Suggestion that caretaker should attend site inspection.

Out:

- C. Figg – re holding tank
- Committee – draft minutes and meeting notes. Final minutes. Caretakers report and Stay Night stats.
- BP Governance – minutes.

Correspondence accepted

Brenda/Heather
Carried

7. Finance/Operational Report: Full report after end of financial year.

8. Caretakers Report: As circulated. LED lights on toilet block to be repaired and possibly a flashing put in place.

9. General Business:

- Caravan Inspection – walk around completed, email to Annual Site Holders to be sent asap. A covering letter with individualized requirements.
- Submission Document – more work required.

10. Update from Working Groups:

- **Management Structure/Strategic Plan** – Murray, Helen v W, Helen F
- **Shelter** – Peter, Heather.
- **Inundation** – Charles.
- **Ongoing Plant Maintenance** –

11. Next Meeting:

Date: Friday 3 October 2025

Time: 10am

Venue: Pigeon Bay Settlers Hall, Wharf Road, Pigeon Bay

Meeting Closed : 1pm