

Duvauchelle Reserve Committee

MEETING MINUTES

Minutes of the Ordinary Meeting held:

Date: Monday 15 April 2024
Time: 5.30pm
Venue: Duvauchelle Community Centre

Present: **Chair** Fiona Barnes
Committee Jacque McAndrew, Bruce Watts, Geoff Carter, Ian Whenmouth
In Attendance: **CCC Representative** Colin Jacka
BPCB Representative Nil
Managers Tracy MacLeod
Visitors Nil

1. **Apologies** Nil
2. **Declarations of Interest** Nil
3. **Public Forum** Nil
4. **Confirmation of Minutes**
Motion: That the minutes of the previous meeting held on Monday 18 March 2024 be confirmed.
Moved: Fiona Seconded: Bruce Carried
5. **Matters Arising** Nil
6. **Health and Safety** Nil
7. **Correspondence**
Inward: Carl & Rebecca Tinker - forfeiture of site 19 (Ian to respond)
BPCB 8 April - comment about allocation of permanent sites.
(Colin will present a report to them about the options we have
e.g. exemption to continue {which would need DOC support}).
Outward: John & Denise Brown - approval to change sites (62 to 43) and to arrange shift with
Managers
Democracy Services - LTP Submission for 2024/2025

Motion: That the Inward correspondence be accepted and the Outward be approved.
Moved: Geoff Seconded: Jacque Carried
8. **Staff Financial/Operational Report**
Motion: That the Financial Report for March 2024 as presented be accepted.
Moved: Fiona Seconded: Bruce Carried
9. **Update from Working Groups**
Manager's Report
Easter went well in spite of cancellations due to weather conditions.
The final invoice for sites 97 and 98 has been paid.
There are still 9 Annual Site Holders who may not meet the 16 stay night target.
The leak on Haywards Lane continues.
Kylee and Tracy will formulate a maintenance list for winter.

- There are no current plans to appoint a replacement for Dale as we are going into winter. We will utilise staff from Okains as required with an increase in hours in summer.
- The office hours for summer, winter and shoulder seasons need to be formalised, and the camp map needs to be adjusted. Colin has already updated the website.
- There is possibly going to be a change of building rules so no consent will be required for up to 60 m², so this could apply to relocatable cabins, though perhaps not if they have cooking and ablution installations. We will perhaps need to hold off on our proposed cabins until we know if the rules will change.
- A rubbish and recycling station and trailer will be replacing the current individual bins.

10. General Business

Bruce: asked if a female staff member had resigned. This was confirmed.

Fiona: the tree that has been cut down needs to be replaced by 2 more. She will get some ideas to present to the next meeting.

Meeting closed at 6.30 pm

11. Next Meeting: Duvauchelle Community Centre at 5.30pm on Monday 20 May 2024