

Duvauchelle Reserve Committee

MEETING MINUTES

Minutes of the Ordinary Meeting held:

Date: Monday 17 November 2025
Time: 5.30pm
Venue: Duvauchelle Community Centre

Present: **Chair** Fiona Barnes
Committee Geoff Carter, Bruce Watts, Jacque McAndrew, 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 20 October 2025 be confirmed.
Moved: Geoff Seconded: Fiona Carried.

5. **Matters Arising** Nil

6. **Health and Safety**

The new freezer was being off-loaded from the Akaroa Freight truck using its lift ramp, and the ramp tilted instead of going down, causing the freezer to tilt and topple off the ramp to the ground. As it did so, those present who were assisting made themselves scarce. Of those helpers, Bruce did report later that he had a niggly ankle. Although he made light of this, Colin advised him to register the injury with ACC in case of problems in the future.
A replacement freezer has been provided by Akaroa Freight.

On Sunday 16 November the holder of site 89 was backing in his jet-ski and damaged a post on Cabin 2. He assures us he has insurance cover, and Colin will seek a quote for the repair.

7. **Correspondence**

Inward: Andrew Tabb - query about new fish cleaning rules (sent 31 October 2025)
[Ian to respond]
Kerry & Pauline Bishop - queries about the process of selling the caravan on site 18
(sent 3 November 2025) [Ian to respond]
Jon & Claire Green - installation of new entry door to annex. (Ian to respond)

Outward: Nil

Motion: That the Inward correspondence be accepted
Moved: Fiona Seconded: Bruce Carried

8. **Staff Financial/Operational Report**

Revenue and occupancy are both well up on the same time last year.

9. Update from Working Groups Nil

Manager's Report

The light sensors have been installed in the kitchen and bathroom, both working well, but maybe the bathroom timer setting needs to be double-checked.

The pavilion has only one gable to be fixed.

There is a big leak in the boat compound. Oskar will be back tomorrow for further investigations.

Labour Weekend and Show Weekend were great.

CCC Rep Report

Haydn (Team Leader Banks Peninsula Camp Grounds) has just moved over the hill and officially starts on Wednesday 19 November. He is keen to get stuck in to as many projects as he can as soon as possible.

We are still looking at a new booking system. This is required because CCC has to meet a higher level of compliance in regard to credit card transactions.

The consultation process for Annual Site Holders is still being developed. Hopefully information will be collected over Summer.

10. General Business

Bruce: The fence behind site 58 needs repair.

The cabins by the creek need weed-eating.

The Wi-Fi is brilliant!!

What is happening about the bouncy pillow? (Colin is scoping out options and getting the cost.)

Fiona: Local observation notes that very few vehicles are displaying vouchers to say they have paid their boat ramp fees.

Can the Community Board please take steps to encourage boat ramp users to pay their fees?

Jacque: Are all the boat trailers in the Boat Compound registered and warranted? (Ian's note – probably not but that is the responsibility of the boat owner, not the Reserve Committee!!)

Meeting closed at 6.32 pm

11. Next Meeting (INFORMAL): Duvauchelle Community Centre, at 5.30pm on Monday 15 December 2025