

Duvauchelle Reserve Committee

MEETING MINUTES

Minutes of the Ordinary Meeting held:

Date: Monday 16 September 2024
Time: 5.30pm
Venue: Duvauchelle Community Centre

Present: **Chair** Fiona Barnes
Committee Bruce Watts, Geoff Carter, Ian Whenmouth
In Attendance: **CCC Representative** Colin Jacka (via phone)
BPCB Representative Nil
Managers Nil
Visitors Chris and Linda Revell

1. **Apologies** Jacque McAndrew, Tracy MacLeod
Moved: Fiona Seconded: Bruce Carried.

2. **Declarations of Interest** Nil

3. Public Forum

Chris and Linda Revell sought clarification as to how their annual site 78 would be classified if they were to relinquish. The Committee resolved that if they were to do this the caravan on the site can be offered for sale to those on the waiting list.

4. Confirmation of Minutes

Motion: That the minutes of the previous meeting held on 19 August 2024 be confirmed.
Moved: Bruce Seconded: Geoff Carried.

5. Matters Arising

Colin outlined that due to delays in the consultation process, our attendance at the 11 November meeting of the Banks Peninsula Community Board will only be to present our Triennial Plan, and not to discuss the issue of Annual sites.

It was reported that there were some problems with phone calls not getting through to Okains Bay staff while the Duvauchelle Holiday Park was experiencing reduced services. Colin will follow this up.

Colin confirmed that the inoperative aircon unit in the Managers' house will be replaced. It also makes sense for a quote to repair the units in the kitchen to be completed at the same time.

6. **Health and Safety** Nil

7. Correspondence

Inward: Chris & Linda Revell - wish to attend the DRC meeting on 16 September 2024
Matt Hansen - application to replace decking on site 31, with plans attached
Errol O'Daniels - thanks for the Committee's decision
Outward: Chris & Linda Revell - informing them of the meeting date of 16 September
Errol O'Daniels - approval of caravan on site 75 being offered to those on the waiting list

Motion: That the Inward correspondence be accepted and the Outward be approved.
Moved: Fiona Seconded: Bruce Carried

8. Staff Financial/Operational Report

The Financial Report for August 2024 was not available at this meeting. However, Colin stated that we are tracking along to budget, and that in-depth financial reporting will now be done at the end of the summer season and at the end of the financial year. He reassured the Committee that we have sufficient funds to

purchase the planned cabins, but there have been some resourcing issues making it unlikely that these will be in place for the summer season 2024.

9. Update from Working Groups

Manager's Report

Profloor have completed the kitchen floor but the match is not exact. Next year the plan is to achieve a match-up and also do the bottom block.

Oskar from On Plumbing has agreed to the CCC requirement for H & S accreditation, the cost of which can be recouped via the first yearly invoice. He is also aware we need the last water tank installed before summer.

Flick Insect Spray have completed the annual spray of the Holiday Park for ants and spiders.

Clyne & Benie have been out to service the gas hobs and califonts. We have had to source a new company as Gascraft no longer wish to be on the CCC list of suppliers.

GSL are booked for Friday 20 September to spray the grounds for broadleaf.

CCC Rep Report

10. General Business

Meeting closed at pm

11. Next Meeting: Duvauchelle Holiday Park at 5.30pm on Monday 21 October 2024