

Duvauchelle Reserve Committee

MEETING MINUTES

Minutes of the Ordinary Meeting held:

Date: Monday 15 June 2026
Time: 5.30pm
Venue: Duvauchelle Community Centre

Present: **Acting Chair** Geoff Carter
Committee Ian Whenmouth, Bruce Watts

In Attendance: **CCC Representative** Hayden Kennedy
BPCB Representative Nil
Managers Tracy MacLeod
Visitors Nil

1. **Apologies** Fiona Barnes, Merton Fraser
Motion: That the apologies be accepted.
Moved: Geoff Seconded: Ian Carried

2. **Declarations of Interest**
Geoff brought to the Committee's attention the submission to CCC by the Annual Site Holders. This document listed Bruce as a signee, but Bruce stated that he was not consulted about this, nor did he give permission for his name to be added as a signee. He therefore declared that he has no conflict of interest regarding this issue.

3. **Public Forum** Nil

4. **Confirmation of Minutes**
Motion: That the minutes of the ordinary meeting held on 18 May 2026 need to be amended so that the comment under General Business regarding the price increase for Annual Site Holders will now read:-
"It appears that since July 2023 there has been an error in the charges to be paid by Annual Site Holders. This will be investigated and brought back to the next meeting of the Committee."
site Moved: Ian Seconded: Bruce Carried.

5. **Matters Arising** Nil

6. **Health and Safety** Nil

7. **Correspondence**
Inward: Freedom Camping Information extract from community Board workshop 15 June 2026 (Outlines what the Banks Peninsula community Board was going to discuss today)
Outward: [REDACTED] - Request for dispensation approved

Motion: That the Inward Correspondence be accepted and the Outward approved
Moved: Ian Seconded: Bruce Carried

8. **Staff Financial/Operational Report** Nil

9. **Update from Working Groups**
Manager's Report
We have started training on the new booking system, "Newbook".

The jumping pillow will be installed this week, with finishing work to be completed next week.
Four Annual Site Holders have still not reached their 16 Stay Night target. They have been contacted by phone and Tracy will follow this up with an email.

CCC Rep Report

Nil

Duvauchelle Triennial Goals and Operational Plan – Progress Report

There is no news on the 2 new cabins. We are awaiting the appointment of a project manager, but Pigeon Bay has priority.

The use of chemical products is being reviewed i.e. what are we doing well or not, plastic bag use.

Pest Free Banks Peninsula now have an employee dedicated to Reserves.

10. General Business

Bruce:

Asked if non-permanent staff are given a task list. Answer: Yes

Hayden:

Annual Site Holder Fees for 2027/28 :- Canvas awnings up 4.21% to \$760.00, Solid awnings up 4.43% to \$840.00

The Community Board recommend a change to a minimum Stay Night target of 25 nights.

The Duvauchelle Reserve Committee recommend a 10% discount from the Casual Site Stay Night rate for Annual Site Holders.

Motion: That the Annual Site Holder Fees for 2027/28 increase by 4.21% for Canvas (to \$760.00), and 4.43% for Solid (to 840.00); and the new Annual Stay Night target be increased to 25 Stay Nights.

Moved: Bruce

Seconded: Geoff

Carried

Geoff:

Reported that he had received a phone call from Christchurch stating that Christchurch City Council are wanting to move away from the management of the Duvauchelle Community Centre, and because The Head of The Bays group have looked after the building in the past, they may want to take over the general management of the Hall. This could include handling bookings, managing money (i.e. financial responsibility for day-to-day running).

This will be discussed at a Head of the Bays meeting later this month.

Meeting Closed : 7.02 pm

Next Meeting: 20 July 2026, 5.30pm