

Pigeon Bay Reserve Committee

Meeting Minutes

Minutes of the Ordinary Meeting held:

Date: 3 October 2025

Time: 10am

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

Present: M Walls(chair), B Graham, H Walls, H van Workum, P Barron, V Luisetti, R Tindall

In attendance: C Figg, C Jacka, D Moir

1. Apologies: Nil
2. Declarations of Interest: Nil
3. Public Forum: R Tindal spoke representing an Annual Site Holder requesting clarification on work required on the site.
4. Confirmation of Minutes: Minutes of the meeting dated 17 June 2025 as circulated are confirmed.
Brenda/Helen
5. Matters Arising:
 - Holding Tank – extra soil to be obtained and area filled.
 - Submission Document – clarified that an exemption is required for a site to be occupied for more than 4 weeks October to April.
 - Mower Storage – job completed.
 - Tennis court – Trees to be trimmed to prevent moss build up on the court.
6. Health and Safety: Posts and chain to be installed around the new holding tank.
7. Correspondence:
In:
 - BP Governance – acknowledgement of minutes
 - Waiting list enquiry – asking for time frame
 - H Walls – ASHs generic email
 - ASHs – responses from site
 - Waiting list enquiry – checking position on list
 - C Figg – stay nights and caretakers report
 - Committee – responses to ASHs emails
 - ASH – asking for potential exemption from stay nights

Out:

- P. Richardson – sympathy card
- Committee – draft and final minutes, responses from ASHs, re local resident passing, caretakers report, stay nights
- BP Governance – minutes
- Waiting list enquiry- response to enquiry re time frames
- ASHs – acknowledging their response
- C Jacka – re ASH response
- Waiting list enquiry – place on list

Brenda/Heather

8. Staff Financial and/or Operational Report:

- C Jacka gave a brief update on finances.
- Caretakers Report – Caretaker to engage arborist, fences to be repaired along boundary, seek approval for wasp traps, plant alongside site R2 to be removed.

9. General Business

- Caravan Inspections – ASHs queries addressed.
- ASH request to relocate to recently vacated site – *'Site R3 to be maintained as a casual site.'*

Murray/Peter

- Triennial Meeting – current Reserve Committee will be dissolved on 10 December 2025.
- Stay Nights- those ASHs who have not achieved their stay nights to be emailed.
- ASHs Invoices – ready to be sent.

10. Update from Working Groups:

- Management Structure/Strategic Plan –Murray, Helen
- Shelter – Heather, Peter: This needs to be progressed.
- Inundation – Chris, Charles
- Planting Plan – Murray
- Ongoing Plant Maintenance -

11. Next Meeting:

Date: Friday 5 December

Time: 10am

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

Meeting Closed : 12.15pm