

Pigeon Bay Reserve Committee

Meeting Minutes

Date: Friday 22 May 2026

Time: 10am

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

Present: M Walls(Chair), B Graham, H Walls, H van Workum, J Goven

In attendance: C Figg, H Kennedy, A Hussein

1. Apologies: C Stewart-Robinson, V Luisetti, D Moir
2. Declarations of Interest: Nil
3. Public Forum: Nil
4. Confirmation of Minutes: Minutes of the meeting dated 20 March 2026 as circulated are confirmed.
B Graham / H van Workum

5. Matters Arising:

- Tree care – Sites R18,19,20 & willows - in progress
- Drain – Sites R16,17 - to be done
- Holiday Park Rules – H Kennedy to draft rules
- Blue Gum behind site R18 – to be assessed by arborist
- Measuring of sites – caretaker to complete
- Annual sites in new booking system – waiting until new system is operational
- New Booking system – delayed
- Planting by the lagoon – needs some cleaning up

6. Health and Safety: Playground has been assessed and partially blocked off. Repairs to be completed in the next week.

7. Correspondence:

In:

- C Jacka – staff report on ASH options
- BP Governance – Acknowledgement of minutes
- L Burkes – Acknowledgement of minutes
- C Figg – stay night update & caretakers report
- Committee – setting date for meeting

- H Kennedy- Ts & Cs, Triennial Plan
- CCC – opportunity to speak at CB meeting, agenda for CB meeting
- CCC via caretaker – work on Holmes Bay Road

Out:

- Committee – Minutes, meeting notes, stay nights, Ts & Cs, staff report on ASHs options
 - BP Governance – Minutes
 - C Jacka – Minutes
 - H Kennedy – Minutes,
 - D Moir – Minutes, apology
 - S Innes – sympathy card
- Inward and outward correspondence accepted as tabled. B Graham/J Goven

8. Staff Financial and/or Operational Report:

- Caretakers Report – as circulated.
- New ride on mower purchased from capital expenses

9. General Business:

- Ts & Cs – H Kennedy to draft new Ts & Cs for approval at the next meeting
- Triennial Plan – updated
- Reserve Schedule reviewed

10. Update from Working Groups:

- Management Structure/Strategic Plan – to be decided at next meeting
- Shelter – to be removed from working groups
- Inundation – remain on working groups
- Planting Plan – M Walls to complete and include site plan
- Ongoing Plant Maintenance – remain on working group

11. Next Meeting

Date: Friday 7 August

Time: 10am

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