

Duvauchelle Reserve Committee

MEETING MINUTES

Minutes of the Ordinary Meeting held:

Date: Monday 20 January 2025
Time: 5.30pm
Venue: Duvauchelle Community Centre

Present: **Chair** Fiona Barnes
Committee Jacque McAndrew, Bruce Watts, Ian Whenmouth
In Attendance: **CCC Representative** Colin Jacka
BPCB Representative Nil
Managers Tracy MacLeod
Visitors Nil

- 1. Apologies** Geoff Carter
Motion: That the apologies be accepted.
Moved: Fiona Seconded: Bruce Carried
- 2. Declarations of Interest** Nil
- 3. Public Forum** Nil
- 4. Confirmation of Minutes**
Motion: That the minutes of the previous meeting held on 16 December 2024 be confirmed.
Moved: Jacque Seconded: Bruce Carried.
- 5. Matters Arising**
The fence has been repaired, but the post supporting the water line is unstable. The water line needs to be attached to the fence.
- 6. Health and Safety**
A camper broke his foot in two places getting into his caravan. The ambulance was not called – he went to the Akaroa Health Hub, and thence to Christchurch Hospital.
On 3 January an ambulance was called for a guest having difficulty breathing. They were admitted to hospital overnight.
- 7. Correspondence**
Inward Julie Rush - request for extension for dismantling and removing caravan
Outward: Rebecca & Steve Allan - waiting list for an annual site is now paused
Fern & David McRae - waiting list for an annual site is now paused
Jill & Maurice Field - installation of temporary wind break approved
Jasmine Etherington - response to compliance concerns
Motion: That the Inward correspondence be accepted and the Outward be approved.
Moved: Ian Seconded: Bruce Carried
- 8. Staff Financial/Operational Report**
Colin stated that all is going well.
- 9. Update from Working Groups** Nil

Manager's Report

The new water tank has arrived. Oskar recommends a header tank be sited above and behind the other tanks, and suggested another water connection (not possible).

3 January, flooded pump shed & urgent repair required. A past camper was contacted and effected the repair.

8 January, delivery of one truck and trailer of water. The tank collapsed due to someone standing on it – Kylee popped it back out with the leaf blower!!

13 January, top block urinals flushing continuously. Oskar was on holiday so CCC sent a plumber to fix the problem. A new solenoid ordered and Oskar will effect the repair.

CCC Rep Report

We will be moving from the CCC system to Spark directly for our Wi-Fi via a separate faster connection.

There is no news about the new cabin or streamside development.

We are still waiting for a solution to the boat engine wash facility, because it can't just disappear. We hope that Parks will be involved.

Our potable tank water will need to be tested monthly for purity.

General community engagement is essential before we can apply to the Community Board re: the Reserves Act exemption.

10. General Business

Fiona

Discussion on the Annual Plan Bid for 2026

Jacque

Convolvulus has spread along the back fence of the boat park. Kylee will deal with this.

Is there an assistant manager in the offing? No

The outside of the pavilion needs a repaint. Kylee and Tracy to evaluate.

Who cleans the portaloos? Our staff clean 3x daily, and Robsons's empty.

Bruce

The rubbish trailer is in the wrong place and is very smelly on a hot day. Tracy to talk to the annual site Holders of site 70 if they are concerned, or would they possibly move to site 90.

Colin

Some guests have assumed the managers' house contains the camp TV room. Some privacy screening is required.

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Meeting closed at 6.50pm

11. Next Meeting: Duvauchelle Community Centre at 5.30pm on Monday 17 February 2025