

Pigeon Bay Reserve Committee Meeting Minutes

Date: Friday 7 August 2026

Time: 10.02am

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

Present: M Walls, B Graham, H Walls, C Stewart-Robinson, H van Workum, V Luisetti, J Goven

In attendance: C Figg, H Kennedy

1. Apologies: 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 v Workum

5. Matters Arising:

- Tree care, Willows – completed
- Drain clearing (Sites 16,17) – to be done when weather improves
- Rules Casual & ASH - Presented
- Blue Gum, tennis court- No action
- Site measuring – Caretaker to complete
- Booking System – Operational
- Communication (Playground)- not resolved
- Ts & Cs – deferred
- Refund policy – wording changes to be made
- Working Groups – deferred

6. Health and Safety:

Broken concrete was left in playground after maintenance work was completed. H Kennedy to report

7. Correspondence:

In:

- BP Governance – Acknowledgement of minutes
- L Burkes – Acknowledgement of minutes, query re Reserve Schedule and Triennial Plan approval, way forward official decision
- C Figg – stay night update & caretakers report
- Committee – minutes
- H Kennedy – minutes, day Shelter approval, terms & conditions, financials
- P Richardson – hall boundary fence
- H Walls – thank you email
- G Dixon – annual site request
- T McKurk – enquiry re annual site, requesting update on developments

Out:

- Committee – Minutes, meeting notes, Caretakers report/ stay nights, financials
- BP Governance – Minutes
- C Jacka – Minutes
- H Kennedy – Minutes, approval of day Shelter site
- D Moir – Minutes
- A Hussein – thankyou email
- L Burkes – confirming official committee decision
- G Dixon, T McKurk- stating allocation of sites is under review

Inward and outward correspondence accepted as tabled

B Graham/H Walls

8. Staff Financial and/or Operational Report:

- Caretakers Report – as circulated.
- H Kennedy to clarify the financial reporting

9. Triennial Plan: The triennial plan is approved as submitted. V Luisetti/H Walls

Reserve Schedule: The reserve schedule is approved including the edited items.

10. General Business

- Audit of onsite caravans – Caretaker to report, committee to follow up after next meeting.
- The way forward – The Pigeon Bay Reserve Committee has at this time decided to not pursue the option of becoming a separate entity. V Luisetti/J Goven

- Day Shelter – Approve the position of the day shelter as per the plan submitted to the Community Board.
H Walls/C Stewart-Robinson

11. Update from Working Groups:

- Management Structure/Strategic Plan –
- Inundation –
- Planting Plan –
- Ongoing Plant Maintenance -

11. Next Meeting:

Date: Friday 11 September 2026 Time: 2pm Venue: Pigeon Bay Settlers Hall, Wharf Road Pigeon Bay

Meeting Closed: 12.05pm