

Okains Bay Reserve Committee

Meeting Minutes

Minutes of the Ordinary Meeting held:

Date: Wednesday 16 August 2023

Time: 5pm

Venue: Okains Bay Campground Office, Okains Bay

Present: Wayne Kay (Chairperson), Graeme Page, Sharon Henderson, Judy Thacker, Lester Fletcher, Nick Thacker.

In Attendance

Colin Jacka, Amour-Jane Ryan, Michelle Wallis-Hartley.

Via Online Teams: Denise Tully and Stacey Te Pohue Rose.

1. Apologies

Delia Walker, Asif Hussain, Richie O'Malley and Aaron Leith.

Moved Graeme/Judy the apologies be received from the Committee. Carried.

2. Declarations of Interest

Nil

3. Public Forum

Nil

4. Confirmation of Minutes

Moved that the minutes of the previous meeting held on Wednesday 21st June 2023 be confirmed, subject to the following amendment. Under Matters Arising # Reserves land and parks schedule and after the first paragraph the following amendment be added...

" Delia advised the Okeina/Okains Bay Management Plan Advisory Group, has been formed to act in an advisory capacity to assist CCC to review the existing Okains Bay Reserves Management Plan 2006 and prepare new Management Plan for Okeina. The current Okains Bay Reserve Committee will continue to operate as per the Banks Peninsula Reserves Committees Terms of Reference adopted by the Te Pataka Rakaihautu Banks Peninsula Community Board on 12 December 2022, until such time as a new Management Plan for Okeina is formally adopted. It is intended that the land parcels vested in Te Runanga o Ngai Tahu under the Ngai Tahu Claims Settlement Act 1998 will be included in a new Okeina/Okains Bay Management Plan. It is intended that Sefton's Park will be included in the overall Banks Peninsula Reserves Management Plan.

WWII plaque; Under the Ngai Tahu settlement, CCC has ownership of the plaque in the hall and suggests the responds to correspondence from the Museum with a letter notifying the Museum that the plaque will be offered as a loan with suitable documentation. *Sharon to send an email notifying the Museum that CCC will be in touch.*

Moved Richard/Graeme the Okains Bay Reserve Management Committee support the option of the WWII plaque be loaned to the Okains Bay Museum. Carried.

Moved Graeme/Judy that the Okains Bay RMC meeting minutes on June 21st 2023 be confirmed with above amendment. Carried.

5. Matters Arising

- 5.1 Reserves Land and Parks Schedule. Sharon tabled an email from Delia Walker re: Victoria Park with a map showing the area sits within the Coastal Marine Area therefore is managed by Environment Canterbury. *Sharon to send copies of email to Denise, Stacey, Aaron, Richie, Nigel and Richard.*
- 5.2 War Memorial Board in Community Hall. Delia has forwarded relevant information to council staff to action as specified and will update as necessary.
- 5.3 Consent approval for two cabins. Colin stated consent should be through soon and then the power supply will be looked into to complete installation.

6. Health and Safety

- 6.1 There were no issues of concern but it was noted that the campground held up well during recent storms and intense winds.
- 6.2 Graeme asked where liability falls if there was an incident in the campground and was assured liability is held by Council not Committee members.

7. Correspondence

Inward

- 7.1 Jun 23 email from Colin Jacka re: using google document for meeting minutes.
- 7.2 Jun 24 email from Banks Peninsula re: Okains Bay RMC meeting minutes.

- 7.3 Jun 30 emails from Colin Jacka re: new templates for minutes and agenda.
- 7.4 Jul 3 email from Natasha McDonnell re: Okains Bay RMC unconfirmed minutes included in BPCB agenda.
- 7.5 Jul 9 email from Graeme Page re: meeting minutes received.
- 7.6 Jul 11 email from Banks Peninsula re: RMC Induction meeting invites. Forwarded.
- 7.7 Jul 18 email from Liz Beaven re: email from Asif Hussain regarding BPCB minutes.
- 7.8 Jul 21 email from Delia Walker re: two amendments to the June minutes.
- 7.9 Jul 22 email from Asif Hussain re: storm update.
- 7.9 Jul 26 email from Nick Thacker re: email address update.
- 7.10 Jul 28 email from Colin Jacka re: converting document to pdf file.
- 7.11 Aug 2 email from Natasha McDonnell re: follow up on pdf file.
- 7.12 Aug 8 email from Wayne Kay re: agenda for next meeting.
- 7.13 Aug 14 automatic reply email from Stacey Te Pohue Rose re: on leave.
- 7.14 Aug 14 email from Stacey Te Pohue Rose re: email address update.
- 7.15 Aug 14 email from Colin Jacka re: online teams meeting.
- 7.16 Aug 15 email from Delia Walker re: apology and update on Victoria Park and WWII plaque.
- 7.17 Aug 15 email from Amour re: printing for meeting.
- 7.18 Aug 15 email from Colin Jacka re: campground financials.
- 7.19 Aug 16 email from Asif Hussain re: apology for meeting.

Outward

- 7.1 Jun 30 email to all re: Okains Bay RMC June meeting minutes.
- 7.2 Jul 26 email to Okains Bay Museum re: WWII plaque.
- 7.3 Jul 26 email to all re: RMC Induction meeting invitation from CCC.
- 7.4 Aug 2 email to all re: BPCB agenda and minutes of August meeting.
- 7.5 Aug 9 email to all re: upcoming Okains Bay RMC meeting agenda and minutes.
- 7.6 Aug 14 email to all re: correspondence for upcoming meeting.

7.7 Aug 14 email to Michelle Wallis-Hartley re: agenda, minutes and correspondence.

7.8 Aug 15 email to Okains Bay campground re: printing for upcoming meeting.

7.9 Aug 15 email to all re: new format for agenda and minutes.

Moved Nick/Lester that the Inward correspondence be received and the Outward correspondence be endorsed. Carried.

8. Staff Financial/Operational Report

8.1 Discussion re: budget for upcoming projects.

Moved Graeme/Nick that financials be accepted. Carried.

9. Update from Working Groups

Nil.

10. General Business

10.1 Maintenance and developments at the campground required during the off season. Beginning of season was extended to 1st September 2023.

10.2 New format for booking forms now includes WoF and REGO information and requirements.

10.3 Disabled toilet refurbishment finished and a mirror will be purchased to complete the upgrade.

10.4 New gardens have been made and grass is growing well in area on right hand side of road through campground.

10.5 Deputy Chairperson. Moved Graeme/Lester that Nick Thacker be appointed Deputy Chairperson. Carried.

10.6 Looks like a busy season is coming up, especially if cabins are ready. Projections and comparisons with past years forecast increased numbers likely.

11. Next MeetingMeeting

The next Okains Bay Reserve Committee meeting will be on Wednesday 18th October at 5 pm in the Okains Bay Campground Office, Okains Bay.

The meeting closed at 5.53 pm.