

# Duvauchelle Reserve Committee

## MEETING MINUTES

### Minutes of the Ordinary Meeting held:

**Date:** Monday 18 December 2023  
**Time:** 5.00pm  
**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** Dale Hayes  
**Visitors** Nil

**1. Apologies** Geoff Carter

**Motion:** That the apologies be accepted

Moved: Fiona Seconded: Jacque Carried

**2. Declarations of Interest** Nil

**3. Public Forum** Nil

**4. Confirmation of Minutes**

**Motion:** That the minutes of the previous meeting held on 20 November 2023 be confirmed

Moved: Bruce Seconded: Jacque Carried

**5. Matters Arising**

**5.1 Kitchen use**

Colin suggested that automatic locks with timers for hours of closing be installed on the doors to the kitchen and Laundry, with a notice at the office indicating that access for special situations was available.

**6. Health and Safety**

Nil

**7. Correspondence**

**Inward:** Julie Rush - requesting dispensation for minimum stay nights  
Doreen Parekura - wanting to add granddaughter as 33 site holder (Ian to reply)  
**Outward: Nil** Graeme Shrimpton - application to go on the waiting list approved  
Greg MacKenzie - application to go on the waiting list approved  
Sheryl Lee - advice about potential sale of sites 97 and 98  
Jay Esker - site 11

**Motion:** That the Inward correspondence be accepted

Moved: Fiona Seconded: Bruce Carried

**8. Staff Financial/Operational Report**

**Motion:** That the Financial Statements for October 2023 as presented be received.

Moved: Bruce Seconded: Jacque Carried

**9. Update from Working Groups** Nil  
**Manager's Report (Dale)**

The wooden fence at the front of the camp has been repaired.

Oskar the plumber has plumbed in two of the three water supply tanks. He will come back in January to install the 5000L auxiliary tank. Our current holding capacity for water including the auxiliary tank is 205,000L.

Stefan Kraberger completed the retaining wall.

All on track for final weeks before Christmas season.

I am waiting on rough quotes for connection of services for both new cabins from Paul Gilbert (drain laying and stormwater) and Tod Armstrong (electrical).

Refurbished tables and chairs have gone into cabins 4-7.

We are requesting to get another 25,000L water tank fitted sooner rather than later, perhaps before the end of this financial year.

The picnic tables at the playground have been sanded down and varnished.

The tree next to sites 90 & 91 might need to be felled next year as it has stem rot and several big branches have already fallen in the wind. Perhaps Owen can assess and remove the tree next year when he does the annual pruning.

Minor maintenance has been ongoing in preparation for the busy season and will be completed soon.

Half of the internal fence behind the tourist flat has been moved back to incorporate the lawn and washing line.

Question: How many continuous nights can someone stay in the camp?

Colin's answer: 28 days continuous stay on a reserve in summer (Reserves Act)

50 days continuous stays at other times.

#### **CCC Rep Report (Colin)**

The cabin proposal has been approved by the BPCB. Any job over \$100,000.00 must be put out to Public Tender. The procurement process will have a project manager.

I have been talking with Tracy about a security presence for New Year.

**Fiona** asked if we can get security cameras before the Wi-fi is sorted. Colin said that it could be done, but we can't afford cameras at present.

#### **10. General Business**

Meeting dates for 2024, on the third Monday of the month, presented by Ian, and accepted.  
(to be forwarded to Democracy Services)

**Meeting closed at 6.45pm**

#### **11. Next Meeting: Duvauchelle Community Centre at 5.30pm on Monday 15 January 2024**