

Pigeon Bay Reserve Committee

MEETING MINUTES

Minutes of the Ordinary Meeting Held:

Date: Monday 19 February 20, 2024

Time: 4pm

Venue: Pigeon Bay Settlers Hall, Pigeon Bay

Present: Murray Walls(Chair), Sandra Innes(Vice), Brenda Graham, Heather Walls, Chris Figg, Helen van Workum, Peter Barron, Vince Luisetti

In attendance: Colin Jacka, Asif Hussain, Lyn Leslie, Penelope Goldstone, Natasha McDonnell, Pam Richardson

1. **Apologies:** Charles Stewart-Robinson **Chris/Sandra**
2. **Declarations of Interest:** Brenda Graham, Helen van Workum – Annual Site Holders, Chris Figg – caretaker
3. **Public Forum:** N/A
4. **Confirmation of Minutes:** Minutes dated 22 January 2024 as circulated are confirmed. **Heather/Helen**
5. **Matters Arising:**
 - Assessment of trees – Colin to organise entry level assessment.
 - Tidying of Annual Sites – Email sent to site holder, a further reminder to be sent in 2 weeks.
 - Clarification of CCC financial report – Deferred to finance
 - Gravel for track – Chris has organised this.
 - Notification of meeting – Natasha was sent a separate email with next meeting details.
 - Secretary to send waiting list to committee – Sent.
 - Secretary to contact those on the waiting list for an annual site to ascertain their wish to remain on the list – Begun.

If no response within one calendar month they are to be removed from the list.

Vince/Brenda

6. **Health and Safety:** Nothing to report.

7. **Correspondence:**

In

- Pam Richardson – Minutes from Pigeon Bay Hall Committee.
- Pam Richardson – Resignation from Reserve Committee.
- Wayne Gan – Request to go on waiting list for Annual Site. Approved.

Brenda/Sandra

- Penelope Goldstone – intention to attend meeting.

Peter and Vince spoke to Pam Richardsons letter of resignation.

Correspondence recieved

Brenda/Heather

Out

- Wayne Gan – explaining procedure and length of wait

8. **Finance:**

- Heather gave a verbal finance report.
- Colin gave a more indepth explanation of the CCC financial report. The CCC rates portion was queried, we were previously rated at \$0.
- Camp Manager is to be issued with a P card.
- Heather is to liase with Colin re the transfer of reserve funds to the CCC account.

Report approved.

Heather/Helen

9. **General Business:**

- Lyn Leslie(Community Board Chair) explained the role of the Community Board was to listen to the Reserve Committees and they value the they work they do.
- Penelope Goldstone(Manager Community Governance) reiterated Lyn's comment about the value of the committee's work.
- Penelope Goldstone then explained matters of concern regarding the deputations of Reserve Committees, conflicts of interest - CCC staff and Annual Site Holders holding positions on a Reserve Committee and the immediate requirement to adhere to the ToR 2022 re transfer of funds to the CCC.
- Noted that the RC was frustrated at the lack of progress in working toward becoming a separate entity, the CCC has not been timely with its information to assist

10. Update from Working Groups:

- **Management Structure/Strategic Plan** – Murray, Sandra, Helen
- **Waste Water Overflow** – Peter, Chris. Chris has obtained 3 quotes for an additional holding tank, he will table these at the next meeting.
- **Site Plan** – Brenda, Murray
- **Rainwater Tank** – Chris, the tank has been retired and is now in the reserve.
- **Shelter** – Peter, Heather
- **Inundation** – Charles, Chris
- **Planting Plan** – Murray
- **Ongoing Plant Maintenance** -

Meeting Closed: 6.20pm

11. Next Meeting

Date: Wednesday 20 March

Time: 4pm

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