

MINUTES OF A MEETING OF THE PIGEON BAY RESERVE MANAGEMENT COMMITTEE HELD ON 13 APRIL 2010 AT LINWOOD RESOURCE CENTRE, CHRISTCHURCH

The meeting opened at 3pm.

Present: Brenda Graham (Chair), Jocelyn Fox, Arthur Fox, Sylvia McAslan.

Apologies: Megan Wiseman

Minutes of the previous meeting (18/5/09) were read and confirmed. (*S McAslan/J Fox*)

Matters arising from the minutes of the previous meeting

- . Tennis net - installed prior to Christmas
- . Playground almost complete, maypole was in prior to Christmas
- . Tree inspection, drainage and rubbish signage – have yet to request

Correspondence out:

1. CCC – Steven Gray-email-affirming the playground proposal
2. CCC – Steven Gray- email confirming our general approval but with some queries we wanted clarified
3. Jenny Wilson – letter confirming acceptance onto the waiting list
4. Patrick Williams – letter-confirming he’s still on the waiting list
5. CCC – Steven Gray-email- confirmation of proposed amendments to swing placement in playground

Correspondence in:

1. CCC – Steven Gray – email- clarifying our playground plan queries
2. CCC – Steven Gray – email- maypole to be installed prior to Christmas
3. CCC – general letter- rubbish and recycling information
4. Patrick Williams – letter- requesting confirmation that his name is still on the waiting list
5. CCC – Draft Annual Plan
6. CCC – Steven Gray-email- proposed amendment to placement of swings

Move that inward correspondence be accepted and outwards approved.
(*S McAslan/B Graham*) (Carried)

Finance:

1. Financial report – In summary at 1 April 2010:

Current Account 000	7,208.68	
Achiever Savings Account 025	3,754.25	
Term Deposit	<u>17,665.32</u>	due 15 August 2010
	\$28,628.25	

2. Accounts to be passed for payment:

Mick Flood- repair blocked urinal	150.00
E Millar- mowing(19/11/09)	105.00
Christchurch Cleaning Supplies	149.72
Charlies Takeaways(9/11/09)	365.63
Mick Flood- blocked drain/urinal	118.38
E Millar- mowing(23/12/09 & 28/1/10)	210.00
Caretakers Bonus	1,439.23
Charlies Takeaways(4/2/10)	365.63
E Millar- Mowing(25/2/10)	105.00
Linwood Resource Centre-(room hire)	20.00

*Move that the financial report be accepted and the accounts passed for payment.
(S.McAslan /A Fox) (Carried)*

3. Accounts back from council audit –the only difference from my figures is that they have included \$600 for depreciation, in expenditure.

*Move that the audited annual financial report to June 30 2009 be adopted
(S.McAslan/A.Fox) (Carried)*

**4. Sylvia moves that when the term deposit comes due, we rationalize our accounts, ensure there is \$3000 in the cheque account(\$450 x 7, caretakers payment), leave \$3000 in a Rapid Save account to replace the Achiever Account then invest the remainder in term deposit at the best rate for between 6 and 12 months.
(S McAslan/J Fox) (Carried)**

Risk Management Report

1. Sharp nails exposed on wooden edges of path to gents toilet, child stood on one. Edging repaired.
 2. After installation of the maypole concern was expressed regarding the distance between the fall mat and surrounding obstacles. This has been clarified with council staff as satisfactory.
 3. Playground is still under construction, so there is some degree of hazard. Council staff have put up safety tape. Playground is near completion.
 4. Gents toilet bowl/pan is loose or poorly secured to floor. Caretaker to be informed and possibly Mick Flood to repair/replace.
 5. During the Christmas holidays, there was an accident between a motorbike and a car on the road outside the main gate. A tree inspection is to be requested, to look at improving visibility.
- No further incidents reported.

Caretakers Report:

- Prior to Christmas there were some problems with the gents urinal and drains. Repairs have been carried out.
- Steve suggests we look at buying a reconditioned second hand weedeater as repairs to the current machine are uneconomic. *Brenda to investigate.*
- Also that we put up some **Light No Fires** signs amongst the trees on the 'spit'.
- A sign has been put on the notice board informing campers that the camp has a 'pack in-pack out' rubbish system with the location of the rubbish skips.
- Steve expressed concern at the distance between the maypole fall mat and the new playground surround.

General Business:

1. Tree inspection-make tidy and safe, but not to ruin kids potential play and hut making options
 - gateways, trimmed/clear for 'wide' campers, caravans, boats, etc
 - macrocarpa, by Sandy's caravan
 - drainage by 'main' gate, under road, parallel to road, and among willows, (prior to next winter)

Sylvia to make a request through Liz Carter.

2. Rubbish system –Signage is inadequate, possibly assign to be attached to the old rubbish cage. Peter Joyce is the man to contact.
3. Development Plan-Council to be contacted to try and get this underway. *Brenda to follow up*
4. 2010 Election – any potential recruits? –An email to be sent to their secretary with a request of preferably two representatives to be tabled at their AGM.
5. Caretakers Contract to be offered by the end of April, for mid May response, as usual.
6. Caretaker Bonus Assessment - carried out on a quarterly basis.
 - 1st quarter - ends 30 Sept - in 2009, performance good
 - 2nd quarter - ends 31 Dec - in 2009, good
 - 3rd quarter - ends 31 Mar - in 2010, satisfactory
 - 4th quarter - ends 30 Jun - in 2010,
7. Old playground equipment. This needs to be dealt with. It was not suitable to be used in the updated playground so it needs to be disposed of.

Next Meeting: To be notified.

Meeting Closed: 4.10pm

Dated:

Signed: