

WAIPU COVE RESERVE(S) BOARD

Monday 24th October 2016, 7pm. Camp Waipu Cove all-weather room.

The All-Purpose Room Camp Waipu Cove

ALL WELCOME

AGENDA (E & OE)

PRESENT: J. Henderson, P. Baker, R. Pullan, R. King, B. Hopkins (minutes secretary), A. Trist, L. Trist, K. Baker, G. French, E. Cook (arrived 7.25pm)

APOLOGIES: S. Abercrombie

MINUTES OF THE LAST MEETING:

MATTERS ARISING:

CORRESPONDENCE:

Inwards:

- **20/09/2016 - Juliane Chetham (on behalf of Patuharakeke Te Iwi Trust Board Inc)** – Comments on draft management plan
- **30/09/2016 – Anton Trist (camp management)** – Price quotes for new cabins
- **3/10/2016 - Chris Day** – Submission for management plan
- **8/10/2016 - Norman Murray** – Request for copy of management plan
- **10/10/2016 - Sarah Pennell** – Request for info. for predator-free NZ website
- **10/10/2016 - Angela Stolwerk** – Request to hold painted bikes picnic event on reserve
- **11/10/2016 - Barry Ashbridge** – Approved submission and consent notice for annual site holders
- **11/10/2016 - Waipu Golf Club** – Thank you for donation of raffle prize

Outwards:

- **19/09/2016 – John Mellsop** – Follow-up on application to join Waipu Cove Reserve Board
- **3/10/2016 - Chris Day** – Acknowledgement of submission
- **8/10/2016 - Norman Murray** – Direction to website
- **10/10/2016 - Angela Stolwerk** – o.k. to hold painted bikes picnic event on reserve

Further to Chris Day's submission there was some discussion over boundary of DOC land with council land near stream. Sarah Pennell has been responded to by camp management.

MOVED Minutes of last meeting, inwards correspondence received, outwards approved Carried
P. Baker/ R. Pullan

REPORTS:

- **Management report**

Labour weekend slightly up on last year for occupancy.

- **Financial report**
- **WCSLSC Report**

Gordon French - Sponsors breakfast is being held 13th November, all Board members are invited. The season started this weekend with refresher courses for lifeguards held on 23rd October. There was a good turnout. Rick's time will be limited by his new role on regional council but there is a good team in place at the surf club to support him where necessary. Training for camp staff in using IRBs was postponed due to poor weather but staff are still keen to be given induction. There is currently a call-out team in place for emergencies which can be activated by police when the beach is not being patrolled. Multiple board members are willing to undergo training to become qualified, particularly those that live close to Waipu Cove. Gordon will talk to Rick about organising this training. Until recently the surf club had a defibrillator at the camp office but this has now been relocated to the surf club. It would be advisable for the camp to have their own defibrillator available at any time. The Board have approved this purchase.

ALL REPORTS

P. Baker/R. Pullan

GENERAL BUSINESS:

- **Management plan review**

Willie has come back to A&L with initial draft report and requests for more information and managers have responded. He would like to come and do site visit over next few weeks. Only 3 submissions from public were received. Draft for distribution among board members should be ready in a few weeks.

IN COMMITTEE: (7.30pm)

Exclusion of the public

That the public be excluded from the following part of the proceedings of this meeting on the following grounds – Agenda items: Correspondence The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows: General subject matter: Review builder's quotes for new cabins. Reason for resolution: Commercially sensitive. Ground(s) under s 48 (1) for passing resolution: 48 (1) (d) and 48 (2) This resolution is made in reliance on section 48 (1) (a) of the LGOIMA 1987 and the particular interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section (9) of the OIA 1982 as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: s.7.(2) (a) protect privacy of natural persons.

Board came out of committee at (8.25pm)

Motion to award cabin contract to Mal Barratt Builders

J. Henderson/P. Baker

Upcoming events on the reserve and local area

- **Waipu Saturday Market:** First Saturday of the Month in Presbyterian Church Hall 9-1pm
- **Waipu Boutique Sunday Market & Café:** 2nd Sunday of the Month, Waipu Coronation Hall 9-1pm
- **Waipu Street Market** - Saturdays of long weekends 9-1pm
- **Waipu Antiques and Collectables Fair** – Sunday of Long weekends 9-4pm
- **Junior surf starts** – Saturday 6th November, Waipu Cove Surf Life Saving Club
- **Harcourts norther region carnival No.2** - Saturday 26th November, Waipu Cove Surf Life Saving Club

Upcoming Surf Life Saving Events Waipu Cove SLSC

Future Meetings – November 28th 2016

Meeting Closed at **8.30pm**

MANAGERS' REPORT SEPTEMBER 2016

September has been another very wet month. Fortunately, the weather didn't deter several groups that had booked, including Orewa Surf Club and a rugby group from Auckland. This month, we've been getting on with as much outside work as the weather has allowed, and other preparations for the beginning of our busy summer season.

The Onehunga weed was sprayed on the 20th of September. This is done around the same time every year, and is the way we avoid all the kids in the camp getting prickles in their feet all summer.

A number of staff took annual leave this month, including Lucy, Anton, Cole and Maree. Belinda and Rob are about to take some annual leave also. Belinda is taking four weeks off to go to United Kingdom. It's good for staff to take a break now, as it's their last opportunity to do so before the busy summer kicks in.

All tenders have been received for the two self-contained cabins that will be constructed next year. They have been submitted to the board for the final decision to be made.

The North Block kitchen has had the floor resurfaced. The floor has been built up in parts to allow better drainage when it is hosed down, and the surface will be non-slip.

Several staff attended professional development courses this month, with some staff still to attend in November. We are still working through our NZQA “Visitor Experience” modules, with December being the deadline to have completed all ten modules.

New commercial fridges have now been installed in all ablution block kitchens just in time for Labour Weekend. These will no doubt be well utilised over summer by the campers.

We’ve had new covers put on the power meter boxes throughout camp. These covers are very durable and the correct product for the conditions.

OCCUPANCY AND REVENUE FOR SEPTEMBER 2016

Cabin occupancy/revenue is up for September 2016, when compared with the previous September. Revenue for cabins in September increased from \$10,765.00 in 2015 to \$14,533.00 in 2016. Site occupancy and revenue also increased slightly compared YOY with September 2015.

August financials:

	August 2016	August 2015	Comments
Revenue	\$ 63,030	\$ 56,635	Up \$6k
Payroll	\$ 29,531	\$ 26,616	Up \$3k
Expenses	\$ 58,101	\$ 69,947	Down \$12k
Surplus/deficit	\$ 5,676	\$ (12,624)	Up \$17k

Financial report August 2016

Current debtors: \$200,298 this is made up of ASH and 3rd party website providers.

Value of future bookings held in our system with expected revenue of \$466,205

Net profit up \$17k compared to last year

Revenue per ASH site: \$426

Revenue per camp site: \$83

Revenue per cabin: \$1450

Actual funds available in all bank accounts 28/09/2016 = \$288,610 this includes \$200,000 placed on term deposit at 3.30% matures 14th February 2017

Revenue:

A good month with revenue up \$6k on LY and operating surplus up \$17k on LY. Self contained cabins up 154%, kitchen cabins up 31% and casual site fee’s up 45% on last year.

Expenses month

Down \$12k on LY. R & M building up due to \$3k spend on bunk room upgrade, R & M vehicles up due to repairs made to mowers and RUC charges purchased, sundry, staff, subscriptions up due to Wellness month check ups for staff.

September financials:

	Sept 2016	Sept 2015	Comments
Revenue	\$ 83,180	\$ 75,057	Up \$8k
Payroll	\$ 27,650	\$ 27,527	In line with LY
Expenses	\$ 54,728	\$ 41,786	Up \$13K
Surplus/deficit	\$ 29,091	\$ 33,598	Down \$4k

Financial report September 2016

Current debtors: \$154,661 this is made up of ASH and 3rd party website providers.

Value of future bookings held in our system with expected revenue of \$464,656

Net profit down \$4k compared to last year

Revenue per ASH: \$571

Revenue per camp site: \$100

Revenue per cabin: \$1930

Actual funds available in all bank accounts 22/10/2016 = \$297,528 this includes \$200,000 placed on term deposit at 3.30% matures 14th February 2017

Revenue:

Revenue up \$8k on last September is due to increase in ASH monthly instalments.

Expenses month

Up \$13k on LY which is attributed to timing of invoices in most cases, Health and Safety up which was staff Wellbeing month and health check-ups for all staff.