



# **AGENDA**

Meeting of the:

**Mokihinui Reserve & Hall  
Subcommittee**

**Saturday 6 April 2024, 10.30am**

**at the**

**Mokihinui Reserve Campground Hall**

# Mokihinui Reserve & Hall Subcommittee



Venue: Mokihinui Reserve Campground Hall, 30 Lewis Street, Mokihinui 7891

Saturday, 6 April 2024 -10.30 AM

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## **MOKIHINUI RESERVE & HALL SUBCOMMITTEE**

**6 April 2024**

### **AGENDA ITEM 1**

**Prepared by** Jason Sellaiah  
Subcommittee Liaison Officer

#### **APOLOGIES**

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**1. REPORT SUMMARY**

That the Mokihinui Reserve & Hall Subcommittee receive any apologies or requests for leave of absence from members.

**2. DRAFT RECOMMENDATION**

**That there are no apologies to be received and no requests for leave of absence.**

**OR**

**That the Mokihinui Reserve & Hall Subcommittee receives an apology from (insert committee members name).**

# MOKIHINUI RESERVE & HALL SUBCOMMITTEE

6 April 2024

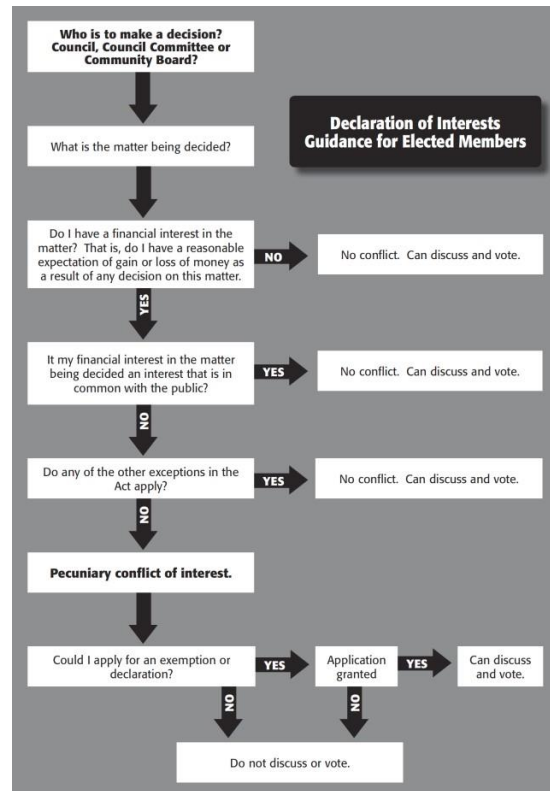
## AGENDA ITEM 2

Prepared by Jason Sellaiah  
Subcommittee Liaison Officer

### MEMBERS INTEREST

Members of the Mokihinui Reserve & Hall subcommittee are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.

The attached flowchart may assist committee members in making that determination (Appendix A from Code of Conduct).



### DRAFT RECOMMENDATION:

**That the Mokihinui Reserve & Hall Subcommittee members disclose any financial or non-financial interest in any of the agenda items.**

**MOKIHINUI RESERVE & HALL SUBCOMMITTEE**

**6 April 2024**

**AGENDA ITEM 3**

**Prepared by** Jason Sellaiah  
Subcommittee Liaison Officer

**CONFIRMATION OF MINUTES**

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**1. DRAFT RECOMMENDATION**

**That the Mokihinui Reserve & Hall Subcommittee receive and confirm previous minutes from 28 August 2023.**



**MEETING OF THE MOKIHINUI RESERVE AND HALL SUBCOMMITTEE, HELD AT 2PM ON THURSDAY 28 AUGUST 2023 AT THE MOKIHINUI CAMPGROUND.**

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**PRESENT:** Cr Toni O'Keefe, Mandy Coleman, Faye Spillane, Kate McKenzie (Chair), Joan Climo

**APOLOGIES:** Hayley Brunner, Silas Coleman

**IN ATTENDANCE:** Douglas Marshall (CFO), Jason Sellaiah (Subcommittee Liaison)

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**MEETING DECLARED OPEN AT: 2.17PM**

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**1. APOLOGIES**

**Discussion:**

Hayley Brunner and Silas Coleman

**RESOLVED:**

That the Mokihinui Reserve Subcommittee receives apologies from Hayley Brunner and Silas Coleman.

**T O'Keefe/ M Coleman**

**4/4**

**CARRIED UNANIMOUSLY**

**2. MEMBERS INTEREST (Page 4)**

**Discussion:**

Nil

**RESOLVED** that Mokihinui Reserve Subcommittee disclose any financial or non-financial interest in any of the agenda items.

**F Spillane/ T O'Keefe**

**4/4**

**CARRIED UNANIMOUSLY**

**3. CONFIRMATION OF MINUTES (Page 5)**

**Discussion:**

Nil

**RESOLVED** that the Mokihinui Reserve Subcommittee receive and confirm minutes from the meeting of 23 February 2023.

**F Spillane/ K McKenzie**

**4/4**

**CARRIED UNANIMOUSLY**

**4. ANNUAL ACCOUNTS (Page 12)**

**Discussion:**

K McKenzie (Chair) and F Spillane (Treasurer) do not feel comfortable signing off on the annual financial report for 2022/23 as the new subcommittee was

only formed in February 2023 and bank authorisation was only obtained in April 2023, the previous months finances were managed by Council staff. The subcommittee now have a subscription of Xero and are able create a better financial system as well generate P&L reports.

**RESOLVED** That the Mokihinui Reserve Subcommittee receive the annual reports.

**T O’Keefe/ F Spillane**  
**4/4**

**CARRIED UNANIMOUSLY**

## **5. BUDGETS (Page 13)**

### **Discussion:**

K McKenzie mentioned that the annual budget was prepared and submitted to Council, they are based on projections as it was quite challenging without previous financial information.

To include covered BBQ + Shade Sail in capital expenditure, will need to secure funding.

Electricity – Three separate line charges at the moment, quote received (\$75,000) to run them into a single line.

The subcommittee is to meet and discuss the items that will need to be included in Council’s Long-Term Plan.

Discussion on portaloos – septic system capacity, the funding outcome will be made known soon.

The subcommittee agreed to include the planting project and to include it in the budget and allocate some funds towards that.

Possibility of having an oven in the kitchen, undecided.

Tag and testing of all appliances and power points to be scheduled annually.

Water tank on stand, the seismic check needed. Currently a risk

Gas tanks – protections, possibility of adding a cage around as protection.

**RESOLVED** That the Mokihinui Reserve Subcommittee receive the annual budget.

**F Spillane/ M Coleman**  
**4/4**

**CARRIED UNANIMOUSLY**

## 5. **GENERAL BUSINESS (Page 14)**

### **Discussion:**

Joan Climo gave a background of the hall and the community input over the years; they have never received any funds from the Council.

**Loan from BDC:** Towards the new shower blocks – no payments received by BDC over the last few years.

**ACTION POINT: Douglas to investigate & update.**

**Funding:** Support needed – hall and showers need upgrade; public toilet funding might be available. To create a short-mid-term plan a breakdown of priorities of the projects.

**ACTION POINT: Jason to create a workplan with the subcommittee.**

**Insurance:** The subcommittee does not have much info.

**ACTION POINT: Douglas to investigate and committee need to create a contents inventory.**

**Health & Safety:** Induction for caretakers, what's needed to be written for the contractor to be discussed after AGM.

**ACTION POINT: Subcommittee to work on this.**

**Health & Safety:** Roadworks – speedbumps to the entrance of the camp, children's and speed signage, grading, one way road and fencing around playground intersection

**ACTION POINT: Jason to investigate with roading department and follow up with M Williams.**

**Recycling:** Glass bottles recycling a challenge in the summer

**ACTION POINT: Jason to check with waste coordinator, subcommittee to investigate options.**

**IT Equipment:** Projector, laptop, and Microsoft license for Faye (Treasurer).

**ACTION POINT: Jason/ Douglas to inform about the possibility of obtaining one.**

**Portaloos:** West reef to come out regularly, book in a plan and check what at which point they need to come out. Brick the cistern.

**ACTION POINT: Subcommittee**

**Rugby Posts: Funding**

**ACTION POINT: Jason to follow up with Krissy**



**Roundabout:** By new beach was under domain previously, but ratepayers' responsibility.

**ACTION POINT:** Douglas to investigate the status.

**Strategic & Reserve Management Plan:** Jason designing the first step of the process.

**Site plan:** Entry, exit, planting, and chains to block off

**Sports area:** Functional sports are in the domain is important.

**Leasing campground:** No further progress.

**Financial reporting:** Supposed to be presented annually every meeting, however current subcommittee only took over on 1<sup>st</sup> July.

**TOR:** Have not yet been adopted.

**Showers:** Coin operated installed and operational.

**EFTPOS:** Machine sorted.

**Online booking:** System sorted.

**Planting:** Over the weekend.

**Weed eradication discussion:** No further progress

**RESOLVED** That the Mokihinui Reserve Subcommittee discuss general business items

**F spillane/ M Coleman**

**4/4**

**CARRIED UNANIMOUSLY**

There being no further business the meeting concluded at 3.46 pm

- **Next meeting:**

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**Confirmed:** ..... **Date:** .....

**MOKIHINUI RESERVE & HALL SUBCOMMITTEE**

**6 April 2024**

**AGENDA ITEM 4**

**Prepared by** Jason Sellaiah  
Subcommittee Liaison Officer

**APPOINTMENT OF NEW MEMBERS**

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**1. DRAFT RECOMMENDATION**

- a) **That the Mokihinui Reserve & Hall Subcommittee accept the following new member/members**

**MOKIHINUI RESERVE & HALL SUBCOMMITTEE**

**6 April 2024**

**AGENDA ITEM 5**

**Prepared by** Jason Sellaiah  
Subcommittee Liaison Officer

**APPOINTMENT OF CHAIR**

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**1. DRAFT RECOMMENDATION**

- a) That the Mokihinui Reserve & Hall Subcommittee accept the resignation of the Chairperson.
- b) That the Mokihinui Reserve & Hall Subcommittee nominate and elect a new Chairperson.

**MOKIHINUI RESERVE & HALL SUBCOMMITTEE**

**6 April 2024**

**AGENDA ITEM 6**

**Prepared by** Jason Sellaiah  
Subcommittee Liaison Officer

**FINANCE REPORT**

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**1. DRAFT RECOMMENDATION**

**That the Mokihinui Reserve & Hall Subcommittee receive the financial report for information.**

**MOKIHINUI RESERVE & HALL SUBCOMMITTEE**

**6 April 2024**

**AGENDA ITEM 7**

**Prepared by** Jason Sellaiah  
Subcommittee Liaison Officer

**BUDGETS – PROPOSED PROJECTS / EXPENDITURE 2024-2025**

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**1. DRAFT RECOMMENDATION**

**That the Mokihinui Reserve & Hall Subcommittee discuss the  
Budgets – Proposed Projects / Expenditure 2024-2025**

**MOKIHINUI RESERVE & HALL SUBCOMMITTEE  
6 April 2024**

**AGENDA ITEM 8**

**Prepared by** Jason Sellaiah  
Subcommittee Liaison Officer

**GENERAL BUSINESS**

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**1. DRAFT RECOMMENDATION**

**That the Mokihinui Reserve & Hall & Hall Subcommittee discuss general business items, to be limited to discussions and timelines.**