



# Waipu Cove Reserve Board

c/o 869 Cove Road, Waipu Cove, 0582

www.waipucoverserve.co.nz email: waipucoverserveboard@gmail.com

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## WAIPŪ COVE RESERVE(S) BOARD

Tuesday 13<sup>th</sup> February 2024, 7pm

Camp Waipu Cove all-weather room.

**ALL WELCOME**

### OPENING KARAKIA

### AGENDA (E & OE)

**PRESENT:** A.Trist, L.Trist, R.Pullan, P.Baker, H.Kereopa, P.Baker, R.King, G.Mclean, R. Stolwerk, L.Minhinnick, Victoria Brown, Ellen & Grae Snelling, Maureen Bell, Greg Shanagan

**APOLOGIES:** E.Cook

**MINUTES OF THE LAST MEETING:** Motion to pass, R.Pullan, second H.Kereopa, all in favour.

**CONFLICT OF INTEREST:**

### CORRESPONDENCE:

#### Inwards:

28/11/2023 – W. Swann – ASH, Power usage

06/12/2023 – J. Baker – Sand dune succession

05/12/2023 – R & P Murray – Removal of ASH caravans

05/02/2024 – L. O'Neill – Cove Road concerns

#### Outwards:

5/11/2023 – W. Swann – ASH, Power usage

06/12/2023 – J. Baker – Sand dune succession

04/02/2024 – WDC - Alcohol Control Bylaw: stakeholder engagement

**Motion to Accept- R.King, Seconded P.Baker all in favour**

### REPORTS:

- **Management report**

About 20% up in peak period from last year. Jumping pillow was a great success and was enjoyed by many. Wrist Bands went well over summer again. The camp is in the process of becoming carbon neutral and are awaiting completion of this process.

- **Financial report**

- **WCSLSC Report (verbal)**

On Monday the surf club finished their 57<sup>th</sup> day of continuous patrolling. Housing lifeguards right the way through. 26 days of school camps about to begin. Awarded Rescue of the Month for the Search and Rescue squad. Hosted the North Island IRB Championships over the weekend.

**Motion to accept- H.Kereopa, R.King, All in favour**

### GENERAL BUSINESS

- **Verbal Surf School update with Ellen and Grae**

Ellen and Grae spoke with us about the surf school. They have had a good summer and enjoying the good weather. Looking forward to the camps about to come through. Ellen & Grae are ordering signage to reserve and identify their space within the carpark.



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- **New cleaners golf buggy**

One of the old Cleaner's buggy is no longer fit for purpose due to its age and is currently costing large sums to keep it operational.

Motion: Following Managers recommendation, the board approves the purchase of a new cleaners golf buggy.

**Motion R. Pullan, P.Baker, All in favour**

- **Boat parking**

Discussion around the current boat parking system within the cove Carpark.

Roger & Rick will bring a plan in a future meeting.

- **Audit NZ**

**Motion:** The Waipu Cove Reserve Board agrees to the proposal to disclaim the Annual financial Audits for the years 2013-2021, focusing the Audit NZ Audit to the financial years 2022 & 2023.

**Moved R.Pullan /Seconded R. Stolwerk. All in favour**

- **Front entrance update**

Awaiting update from engineers to lodge building consent.

- **Flooding response DoC/WDC/NRC**

Following a meeting with all parties in November, it was agreed that WDC & WCRB share the cost of surveying the Waipu Cove open drain. WDC will cover costs of the drain associated with private properties, WCRB to cover costs of the drain along camp & DoC boundary.

**Motion:** That the WCRB contribute half (\$5k) the cost of a survey to better understand the clearance required of the Waipu Cove open drain.

**Moved R.Pullan, R.Stolwerk, All in favour**

- **Board nomination**

Discussion regarding board succession and recent applications to join the board.

Motion: The Board nominates to accept Cameron Bartlett to join the Waipu Cove Reserve Board.

**Moved R.Pullan, H.Kereopa, All in favour**

- **Update of Risk matrix**

Peter shared Risk matrix tables which will be discussed and developed in depth at the next strategic meeting planned for May 2024.

- **ASH rates 2024/2025 contract year**

Discussion regarding ASH rates based on comparison to other camp grounds and based on current CPI.

**Motion:** The Board moves to increase ASH rates for the contract year 2024/2025, effective 1st July 2024 by 5%.

**Moved R.Pullan, R.Stolwerk. All in favour.**

## **In committee (8.27pm):**

- **Abusive and threatening behaviour within the campground**

### **Exclusion of the public**

That the public be excluded from the following part of the proceedings of this meeting on the following grounds –The general subject matter of each matter to be considered while the



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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: Abusive and threatening behaviour within campground. Reason for resolution: Protect individuals 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 (8.43pm)**

## CLOSING KARAKIA

### Upcoming events on the reserve and local area

- **Waipū Boutique Sunday Market:** 2nd Sunday of the Month, Waipū Coronation Hall 9-1pm
- **Waipū Street Market** – Saturday or Sunday on Long weekends 9-1pm
- **Waipū Antiques and Collectables Fair** – Sunday of Long weekends 9-4pm

**Meeting ended: 8.43 pm**

**Next meeting: Tuesday 30<sup>th</sup> April 2024, 7pm**

## Managers' Report for January 2024

As the peak season comes to a close, we can report that we've had a far better summer than the previous one. There has been a good atmosphere in the camp overall as everyone enjoys the fantastic weather we have been having. It has been stunning all January and looks set to continue in the first few couple of weeks of February. It's true that having good weather really does make a big difference!

Our revenue/booking figures show a 25% increase on the previous summer, which is extremely positive. The camp has been full all summer, aside from a couple of days around New Year when we experienced several heavy downpours which saw some campers depart early. Unfortunately, with such a lot of rain in a short amount of time, a lot of sites have some surface flooding, which we can do little about. The whole of Waipu Cove has drainage issues which obviously has an effect on the camp.

Our wristband system has once again worked well this summer. The regular campers seem to be used to it by now, with very few complaints. Miles Cotterel was used as a 2<sup>nd</sup> guard over the busy NYE period, this worked very well as he's local and has good knowledge as well as being a plumber, so could help us out when/if required.

The new jumping pillow has proved to be a hit with young and old alike. It has been a worthwhile addition to the list of recreational options we provide for our campers. If the kids are entertained, then the parents are happy campers! Operating on a timer system, inflating 9am and deflating 7pm.



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We implemented our new payroll time clocking system, Deputy in December. Staff clock in/out on a tablet kiosk located in the office entry when they start and finish work. Deputy is compatible with our payroll system Ipayroll meaning that all timesheets can be seamlessly uploaded. This removes the need for paper timesheets and data entry. This has so far been easy to use and very efficient. Next, we will be adding rosters into Deputy, so all staff can check shifts, swap shifts (if needed), and apply for leave via the app on their mobile phone.

In the last couple of months, we have been working through the process required to become a certified carbon zero business. We enlisted the help of carbon management organisation EKOS to work through all the criteria to qualify as net carbon zero. This process identified areas where we can reduce our emissions, which also has the added benefit of cost savings. Any emissions we cannot reduce will be offset with carbon credits.

Unfortunately, one of our golf buggies is on its way out, so we will have to look at replacing it sooner rather than later. These buggies are used multiple times a day so tend to have a fair bit of wear and tear.

## **OCCUPANCY & REVENUE FOR DECEMBER 2023/JANUARY 2024.**

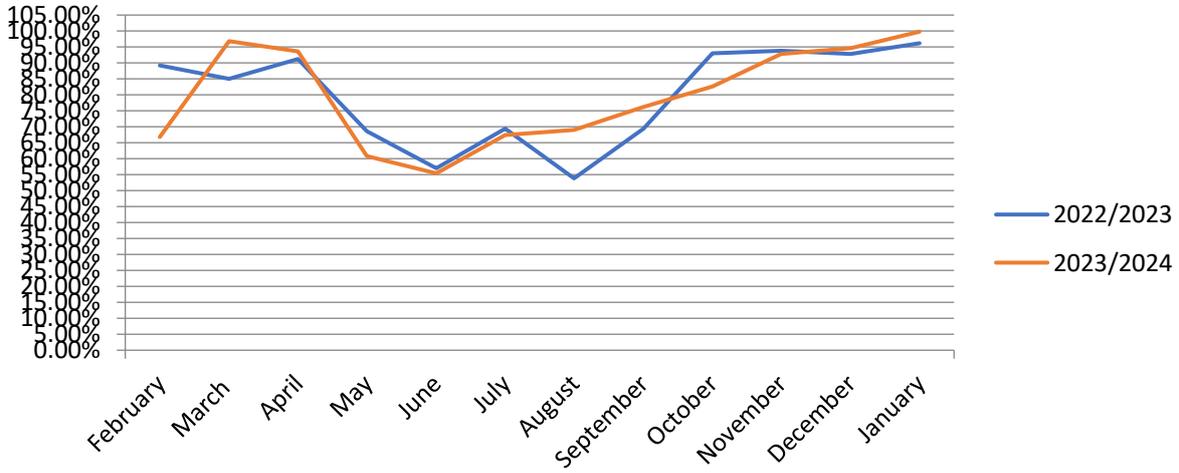


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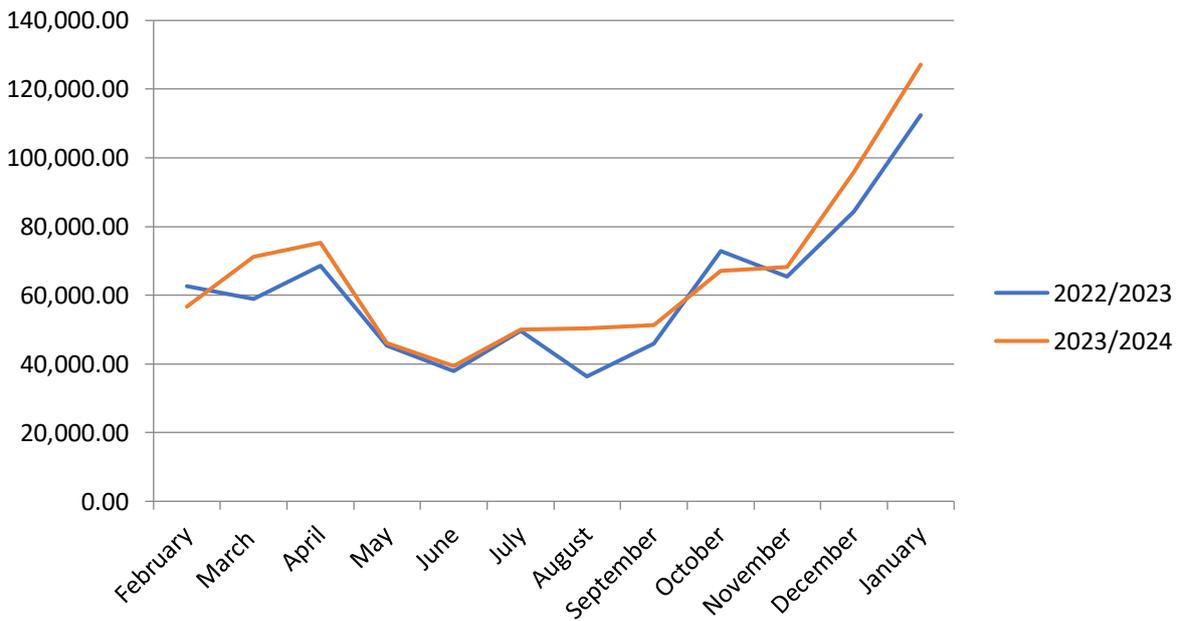
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## Cabin Occupancy %



## Revenue - Cabins (monthly)

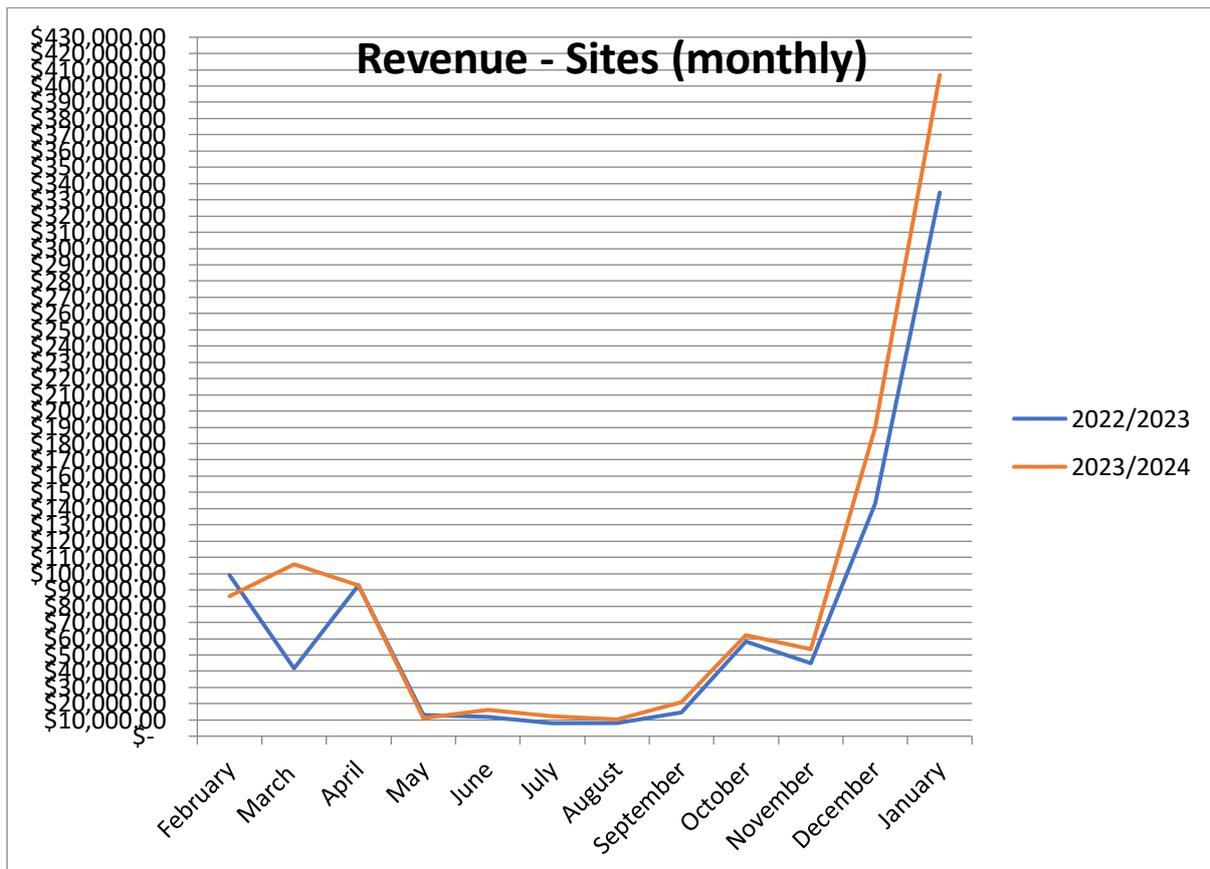
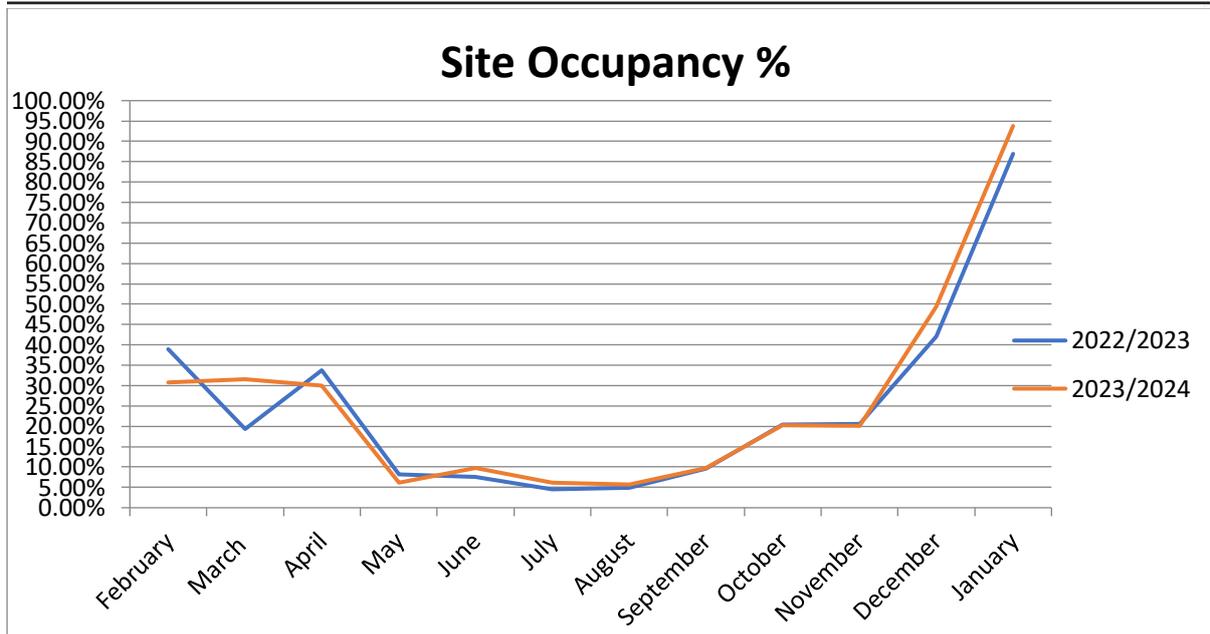




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Ngā mihi nui,  
Anton and Lucy



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## December 2023 Financials

	December 2023	December 2022	Comments
<b>Revenue</b>	\$ 274,555	\$ 231,010	Up \$43,545
<b>Payroll</b>	\$ 51,095	\$ 51,442	Down \$347
<b>Expenses</b>	\$117,403	\$ 113,786	Up \$3,617
<b>Surplus/deficit</b>	\$ 187,186	\$ 117,568	Up \$69,600
<b>Other income</b>	\$ 30,016	\$ 344	

### Financial report December 2023

Revenue per ASH (35): \$514

Revenue per camp site (191): \$879

Revenue per cabin (16): \$5,219

Actual funds available in all bank accounts 24/01/24 = \$1,867,633.00 which includes \$1,735,771.00 on term deposit @ varying interest rates and terms.

### Revenue:

A good December month with revenue up \$43,545 on LY. Casual camping fee's considerably up \$39,937 on LY and cabins up \$10,224, ASH fee's continue to drop and down \$5,304. YTD revenue is up \$32,980 and we are forecasting significant increases to revenue YOY if the fine weather continue's into February, March and April.

### Expenses

Up \$3,617 on LY. Wages in line with LY. Donations down \$11,370 as LY the WCRB donated \$10,500 towards the Coastal Walkway to get it completed prior to the Xmas rush.