

MINUTES (in Review)



WCRB COMMITTEE MEETING - 22ND SEPTEMBER 2026

Name:	Waipu Cove Reserve Board
Date:	Tuesday, 22 September 2026
Time:	7:00 pm to 8:20 pm (NZST)
Location:	Default Location, 869 Cove Road, Waipu, New Zealand
Board Members:	Rowan Pullan (Chair), Evan Cook, Hollie Kereopa, Paula Alexander, Peter Baker, Rick Stolwerk
Attendees:	Anton & Lucy Trist, Belinda Hopkins
Apologies:	Patrick Hilton, Lisa Minhinnick
Guests/Notes:	Jemma FAMILTON

1. Opening Karakia

1.1 Karakia

Meeting opened 7.25pm

2. Opening Meeting

2.1 Confirm Minutes

WCRB Committee Meeting - 21st July 2026 21 Jul 2026, the minutes were confirmed as presented.

2.2 Interest Register

3. Correspondence

3.1 Inwards & Outwards Correspondence

4. Reports

4.1 Management report

Busy with yurt and front entrance development. Maintenance and cleaning during the off-season.

4.2 Financial report

4.3 Approval of reports



Approval of reports

The Board approve all reports as presented at the November 2025 meeting.

5 Supported

0 Opposed

0 Abstained

Decision Date: 22 Sept 2026

Outcome: Approved

5. Actions from Previous Meetings

5.1 Action List

Due Date	Action Title	Owner(s)
27 Jan 2026	Liaison with Trackies Status: Completed on 22 Sept 2026	Evan Cook
27 Jan 2026	Commercial activity policy Status: In Progress	Rowan Pullan
26 May 2026	Create a Wedding/Function Policy for the Reserve Status: In Progress	Rowan Pullan

6. General Business

6.1 Front Entrance (standing item)

The new reception building will be ready to move in to on 9th October. There have been a few variations to the original plan with some over-spend (under 15%). The driveway will now be concrete, not asphalt and should be complete shortly. School holidays could be a busy time but the camp will have to run with one lane in and out for that period.

6.2 Sponsorship of the 2026 Waipu Highland Games



The Reserve Board sponsor the Kids Zone at the 2026 Waipu Highland Games as agreed with

The Reserve Board sponsor the Kids Zone at the 2026 Waipu Highland Games as agreed with the Waipu Calendonias Society.

Decision Date: 22 Sept 2026

Mover: Rowan Pullan

Seconder: Rick Stolwerk

Outcome: Approved

6.3 North Block toilet block refurbishment

The North block will be the first ablutions block to be upgraded. It is approx. 30 years old. The floors were re-coated about 10 years ago and it is functioning fine but is very dated. The managers are looking at April next year (after school holidays) for renovations. Appropriate companies have created plans and will submit a quote which to date appears to be within planned budget 2026/2027. The Board agreed that after a lot of big projects over recent years, a quieter year next year will be the focus to consolidate and ensure bedding down of all changes made to date.



Approval of the refurbishment of the north block toilet block in 2027 as included in the budget

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Decision Date: 22 Sept 2026
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Seconder: Rick Stolwerk
Outcome: Approved

6.4 Update on the Management Plan

Currently undertaking a review of the existing management plan. The first notice asking for public comment will go in the Bream Bay News early October seeking comment from community and public. The plan will then be updated as appropriate and the draft plan will be made available for public submissions. Stakeholders and previous submitters will be contacted at the appropriate time.

Wairahi trackies have been in contact with Rick regarding the proposed bridge at the south end of the Cove. They have been advised that we intent to include it in the management plan for public consultation.

6.5 Lisa Minhinnick Resignation

Lisa has advised that she will be resigning from the Board effective immediately. Hollie will step in to this space in the interim.

6.6 Algae at Waipu Cove

There was a discussion regarding the recurring algae issue and potential response considering forecast weather for the summer. The options were discussed and the consent is still in place if needed. A dumping site would need to be approved by NRC if that option were to be used. Carl Hansen had volunteered to transport it if necessary.

7. IN COMMITTEE

7.1 Front entrance

RESOLUTION TO EXCLUDE THE PUBLIC

Peter moved that the public be excluded from the following part of the proceedings of this meeting, namely:

Front Entrance Update — Contractual Fee Arrangements

The general subject of the matter to be considered while the public is excluded:

A discussion regarding the contractual fee arrangements payable by the campground to various businesses in relation to services and works associated with the front entrance development.

The reason for passing this resolution in relation to this matter:

That the public conduct of this part of the meeting would be likely to result in the disclosure of information that would prejudice the campground's ability to carry on negotiations without disadvantage, and would constitute an unwarranted disclosure of the commercial and contractual arrangements between the campground and the businesses providing services and works. Public disclosure of the fee arrangements and contractual terms under discussion would be likely to

disadvantage the campground in its current and future commercial dealings with those businesses.

The grounds on which this resolution is based:

Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, on the grounds that the public conduct of the relevant part of the proceedings would be likely to result in the disclosure of information for which good reason for withholding exists under the following sections of the LGOIMA:

- **Section 7(2)(b)(ii)** — to protect information where the disclosure of which would be likely unreasonably to prejudice the commercial position of the businesses whose contractual fee arrangements are under discussion; and
- **Section 7(2)(i)** — to enable the campground to carry on, without prejudice or disadvantage, negotiations (including commercial and financial negotiations) in respect of the contractual fee arrangements for services and works related to the front entrance development.

8. Policy Review

9. Close Meeting

9.1 Closing Karakia

9.2 Close the meeting

Next meeting: WCRB Committee Meeting - 8th December 2026 - 8 Dec 2026, 7:00 pm

Signature: _____

Date: _____