

Minutes of the Mount Somers Reserves Board held on the 16<sup>th</sup> February 2021 at 7.30pm in the Mount Somers Hall Kitchen.

Present

Rhonda Huggins, Heath Heaven, Maryann Heaven, Kristin Stace, Ian Beach, Colleen Stanley, Chris Murphy, Clare Harden (Community Administration Officer), Leen Braam (Councillor), Steve Fabish (Group Manager, Community Services)

Apologies

Graeme Cook

	Action List	By Whom	Status
1	Bring coffee to meeting. Sugar. Colleen, remember your glasses 😊 😊	Colleen	Done
2	Contact ADC about shower money boxes. Do they have spares? Can we get \$2 shower machines?	Clare / Maryann	Ongoing
3	A Job Description to be made for Wendy regarding Bins.	Kristin	Done
4	Draft for a camp kitchen sign	Chris	Done
5	Update Time and motion sheet	Maryann	Ongoing
6	What needs painting in domain. Organise for board to look at this.	Kristin	Ongoing
7	Committee to write up a wish list. Kristin to organise meeting to do this.	Kristin	Ongoing
8	Talk to Clare about Fire extinguisher	Maryann	Done
9	Contacting clubs for photo to go into Nor Wester regarding lawn mower	Maryann	Done
10	Attend to spraying of broom and gorse.	Kristin	Ongoing
11	Find out from Council about inspection procedures for playgrounds.	Kristin	Done
12	A quote for electrical check.	Rhonda	Ongoing
13	Looking at the quote regarding clearing of forestry block	Leen	Done
14	Liase with J Lamb to complete Evacuation and Emergency Procedures for the Hall/Camping Ground, Pool, Contractors sign in book, Accident Information forms, Hazards Register, Working Bees Hazard Managements form.	Clare	Ongoing
15	Purchasing outside solar lights.	Kristin	Ongoing
16	Loose patch in kitchen and door frames in ladies toilet.	Rhonda	Ongoing
17	Purchasing a longer hose for sprayer and stronger trimmer line.	Ian	Ongoing
18	Dates for Wendy and Kays employment – long service leave	Kristin	Ongoing
19	Heath looking into a door for ladies toilet.	Heath	Ongoing
20			
21			
22	Revamping the camp kitchen	Rhonda/Maryann Colleen	Done

Clare has sent information through to Maryann about Fire extinguishers. Chris is going to Masterguard to purchase a fire extinguisher for the hall.

Leen has looked into the quote on the clearing of the forestry. He is correct in the price.

We could apply for a grant to go towards getting new moneyboxes.

Maryann has done the job description for the bins in the domain for Wendy.

Ian is purchasing two lots of Stihl line for the trimmer

**Minutes of the last meeting were taken as read and were moved as a correct record of that meeting after following amendments.**

Rhonda moved that an amendment needs to be made - Chris Murphy was not hired but appointed as the project manager. Also it was omitted that we went 'In Committee.'

Minutes were approved after the amendment

**Moved: Maryann**

**Seconder: Colleen**

### **Matters arising from the last meeting**

Matai Nurseries has been sorted.

### **Correspondence**

#### Incoming

Hazard Register

Playground audit

Covid information

### **Hall Report**

Stove element to be looked at. Chris is going to contact Pete Philpott.

### **Caretakers Report**

Kristin is going to remind Wendy not to trim the trees. She needs to write this in her report what work needs to be done.

Andy Lewthwaite looked at broken flagpole. It is quite rotten. He can make us a steel one for \$500.00. A letter is going to be sent to the Hood family, about the deterioration of the old one as they donated it. Kristin moved that Andy is going to make us a new one depending on Hoods family response.

### **Finance Report**

Maryann went over the financial report with us. We have been charged for playground again. Steve is looking into this.

Maryann moved her report.

To be passed for payment - \$1265 for Juice Signs and Designs.

Maryann moved payment, Kristin Seconded, Carried.

### General Business

From the Hazard Register - has Wendy got the appropriate gear for lawn mowing, spraying etc.

The Mount Somers Pool Committee will need a copy of the Hazard Register.

Clare is checking to see if we need to tag test.

Chris moved that we adopt the Hazard Register with the amendments that we discussed. Heath seconded the motion. Carried.

Dog signs are to go up around the rugby field.

Playground Audit – Steve Fabish talked to us about the Audit. Slide needs replaced.

Clare is going to look at costs of these. Maybe a grant at some stage for this.

Holiday rubbish – After working with the rubbish over the holidays, it was realised that we need more glass bins over the busy season.

Easter Holidays – Wendy leave. Kristin to talk to her about this.

Shed working bee – Sunday 1.00pm, 21<sup>st</sup> February.

Chris gave us an update on the hall. Work is going well and is all in the time frame. The wiring definitely needs replaced. Needing a quote on rewiring.

Provincial growth fund, was discussed and we talked about whether there would be residual left over that the council could contribute towards the rewiring, instead of the heat pumps, as the circuit boards would not be able to cope with them. Heat pumps could be purchased through another grant at a later date.

Infrastructure grant – Maryann to apply to grant for the replacement of three switchboards and circuit upgrades and any rewiring needed. Quote from Pete Philpott and Bruce Dann. Both need to be written quotes otherwise we will approach other companies for eg. Electraserve.

Camp Kitchen is completed.

Camping Ground – We need to look at sites and to place them better for easier access and size. Leen, Steve, Heath and Chris are happy to help with this.

Signs are going to go up with new camping fees.

Maryann noted that the accountability form has been done.

Clare contacting Todd about Lease.

A working bee to be arranged to trim trees.

Graeme is taking time on leave.












Kristin moved that we Coopt Nathan Huggins subject to his approval. Heath seconded the motion. Carried.

Letter to go to Nathan Huggins, Leslie Huggins, and Russell Stanley for all of their work in the camp kitchen.

Card to be sent to Graeme, wishing him the best.

Meeting closed 9.44pm

	Action List.	By Whom	Status
1	Bring coffee to meeting. Sugar. Colleen, remember your glasses 😊 😊	Colleen	
2	Contact ADC about shower money boxes. Do they have spares? Can we get \$2 shower machines?	Clare / Maryann	
3	Letters to Nathan, Leslie and Russell	Rhonda	
4	Purchase a fire extinguisher	Chris	
5	Update Time and motion sheet	Maryann	
6	What needs painting in domain. Organise for board to look at this.	Kristin	
7	Committee to write up a wish list. Meeting to be organised	Kristin	
8	Talk to Wendy about not trimming trees, and to put this work on job list.	Kristin	
9	Infrastructure grant for rewiring	Maryann	
10	Attend to spraying of broom and gorse.	Kristin	
11	Todd Lewis – lease block	Clare	
12	Quotes for electrical check	Chris	
13	Approach Pete Philpott about stove element	Chris	
14	Liase with J Lamb to complete Evacuation and Emergency Procedures for the Hall/Camping Ground, Pool, Contractors sign in book, Accident Information forms, Hazards Register, Working Bees Hazard Managements form.	Clare	
15	Purchasing outside solar lights.	Kristin	
16	Loose patch in kitchen	Nathan	
17	Purchasing a longer hose for sprayer and stronger trimmer line.	Ian	
18	Dates for Wendy and Kays employment – long service leave	Kristin	
19	Heath looking into a door for ladies toilet.	Heath	
20	Camping ground sites	Heath Chris Leen Steve	
21	Card to be sent to Graeme	Rhonda	
22			

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|---|--|---|
|  Rhonda  |  Clare  |  Maryann |
|  Heath   |  Leen   |  Chris   |
|  Colleen |  Graeme |  Ian     |
|  Kristin |  Nathan |   |

