

Ruakaka Reserve Board

Minutes: Public Meeting

Venue: Clapham Hall, Ruakaka Beach Holiday Park, Ruakaka

Date: Friday 2 January 2026

Time: 10 am

Present: J. Quayle (Chairperson), J Kearney, J Spyve, E Smith, B Tibbott, K St. John, A Abel (Manager)

Apologies: R Newton

Karakia: E Smith

Welcome: J Quayle and future plans

- DOC is about sharing spaces
- The Board's job is to look after this space
- Being in a good financial position to fund tasks
- Need to continue to stay in a good financial position - \$50,000 up again on this year
- We survey six campgrounds annually to ensure we are still affordable with site fees
- Wages – we work on around 40% of our income
- Bank account is up
- Where can we best invest in – example – boilers and sewers to prevent breakdowns

Introduction to Board Members and titles

- Brett Tibbott – finance & promotion
- Janette Spyve - finance
- John Kearney – H&S & Public Relations
- Emma Smith – Environmental
- Kristen St John – Environmental & Survey
- Reece Newton – Iwi representative (*absent*)

Previous minutes: 2 January 2025

Motion (standing): Minutes presented on 2 January 2025 are a true and accurate record.

Moved: B McIntosh

Seconded: D Meek

Carried

Matters arising from previous minutes:

- Seasonal Site update –
We have gained permission from DOC to continue with some seasonal sites in specified areas agreed upon by all parties

- Future Funding –
There is a discussion on possibly doing some of these jobs with savings – Under 5 playground, Hall upgrade, workshop replacement. Tennis court surface – we have applied for funding and been declined.
- Seawall – The concrete wall at Camp 2 has collapsed. Will the Board consider repairing or replacing the seawall in this area?
Yes, the Board will review the situation and prioritize the necessary actions.
 - Seawall - Has the Board considered applying to Lotto for funding for the seawall?
No we haven't yet, but we will look into this option as well
 - Fobs for showers that are now installed in Camp 4, are you going to introduce these to other blocks.
The next block is Camp 5, just waiting for the electrician to do them
 - Speed, the speed in camp is home for a camp police radar.
If you see someone speeding, kindly remind them that the camp is 5km speed zone. Repeat offenders? -let the office know. They will speak to the speeder and advise them of the consequences
 - Loyal campers/Pensioners – discounted rates?
We already do special rates through out the year, we struggle already to operate without anymore discounts
 - Steelwork on the playground framework has some areas that need cleaning up-
B McIntosh asked if we could find the paint codes for the playground and repaint it to protect it for the next 20-30 years. And that it needs to be tidied up with a wire brush first
 - Do we check the playground?
Yes, on a regular basis. We have just spent \$5000 on ropes and replacement pieces
 - New Year's Eve – a camping group was asked very rudely to keep quiet, and it wasn't even 12.30am. Anne-Marie replied, "I apologise for this behaviour and will discuss this matter with staff to ensure it doesn't happen again"
Anne-Marie has coordinated with security staff on the timing for New Year's Eve and their procedure for approaching campers to remind them about the upcoming quiet time, and to provide a final reminder if necessary.
 - Trees in the helicopter pad area are a fire hazard. Maybe contact Fire Brigade to see do a controlled fire to get rid of them
We will work with the Fire Brigade this winter, now the tree trunks are dry
 - D Meek – Improving the hall's condition would make it more presentable and inviting; we would then be able to invite people to use it, including small groups.
We agree that the Hall needs repairs and maintenance, and it is in our future planning. Hopefully, we will get some done this winter

Financial Statements:

- 2025 Profit & Loss Report – subject to audit
- 2025 Balance Sheet – subject to audit

Matters Arising from Financial:

- B McIntosh mentioned that during his time on the Board, fees were established but not monitored. Can we measure attendance, percentage occupancy over time, and compare year-on-year figures?
- B McIntosh – Financial report, can it have subtitles and be broken down so you can see what its for?
B Tibbotts replied – it is on the full Financial Report available to take home

Board Reports: verbal and also shown on PowerPoint

- **Finance** –explaining the Profit and Loss Report and Balance Sheet (*B Tibbott*)
- **Survey** – a one-off survey was sent out to all campers, gathering information on their thoughts and feedback, and identifying key areas for projects and where to spend money for the future. A lot of people were satisfied with how it is. Facilities in the survey offered many options, which helped the Board decide which areas to focus on for planning and spending ahead. The main focus of the survey was the cleanliness and maintenance of the ablution blocks over the summer. From this feedback, we have introduced a cleaning company to clean the large blocks, with a small staff of locals who clean the small blocks and then return in the afternoon for a second clean. Wi-Fi for Camp 4 and Camp 3 points is very limited – an upgrade in this area has been approved. Applications for funding for the U5 playground and tennis court resurfacing have been submitted; some have been declined. In the meantime, the tennis court has a new net and painted lines. We will send another survey again this year. If you don't receive it, please let us know. Do we offer a prize or competition to encourage more replies this time? (*K St John*)
- **Projects completed** – Camp 3-point step – was dangerous with a broken wall, a well-used area for kayakers with easy access to the water, has now been reconstructed by a local business and is safe again. The Board would like to thank G Meek for the stainless-steel handrails on both step areas – here and at the Camp 3 site 5. Camp 4 seawall in front of sites 13 to 17. Cyclone Gabriella damaged the wall and ramp quite severely; we were able to rebuild them again. The rock is basalt; it can withstand sea conditions. We managed to fill in up to site 14 and will extend this further along when we can afford to. At present, we have developed a 'family area' beside site 13- we plan to develop this area further in the future. Camp 4 toilets, we will need to address soon. Whitby, Rex, and Rats have received a tidy up – painted walls and genetically color-coded doors and ceilings lined with ACM panels. The

exterior walls of Camp 4 block have been repainted. Kiwicash fob to be installed in more shower blocks to eliminate shower token purchases. A drinking fountain was installed near the BBQ area to prevent kids from drinking from the Dump station hose. Small rubbish bins are now in all the bathroom blocks. Hooks and shelving have been installed in some of the blocks. Renamed the blocks to reflect the birds often seen in these areas. Purchased a portable paint sprayer, enabling us to do a lot more of our own painting, including marking of the roads and tennis court. We are a time-poor society, often the reason why people speed, at times they need a quiet reminder. The implement shed in our workshop area is nearing the end of its life; the Board is working to replace it this year.

General Business from the Public:

- Newsletters have been emailed to everyone in December 2025
- Signage on Bream Bay Drive, are we able to raise our sign up the post so it can be seen better by travellers
- Hall and facilities need to have money spent on them, and be smart on how it is used
- School groups – great offer in this camp for schools. Schools need a Health & Safety plan which the camp could have formatted. Great value. See what is needed then publicise. See what local iwi can offer in terms of sharing educational ideas and spiritual practices. Team up with the local surf lifesaving club for water safety education. Other local ideas - horse riding, etc *We don't want to run the skills and learning programmes, but we're happy to find locals who can assist. This would enable us to offer the facilities at good rates – J Quayle*
- Educate on parking – ask campers not to park on campsites near the family areas
- Memorial garden – lots of people are walking through it this summer, maybe need to fence it off
- Accessible shower facilities – do we need more? Wider doors – check the door width in Camp 4
- “Keep off the banks” signs- more informative signs about looking after the banks, trees and plants importance for wildlife and future shade.
- Electric vehicles are becoming hazardous as they are so quiet; is there something on the vehicle so that they can be seen more easily?
- Electric vehicles speed is becoming a safety issue
- 5km speed limit is hard to do
We acknowledge that 5km is hard but if we do increase the speed limit to 10km, then vehicle speed in camp will soon be 20km
- Is the EV charger advertised anywhere – website, camp map?
It is on the Information Sheet on the back of the camp map – No charging EV in power box on sites. Five cars charging at once will trip the whole circuit. Suggestion – put stickers on the power boxes – “No EV charging”

- Camp 1 are asked to keep sites clean and mowed, a camper is constantly having to mow the lawn before setting up. Can grounds staff please have the sites mowed just before the seasonal sites are set up
- Suggestion – offering families an opportunity to purchase a plaque on the wall inside the Hall with their family name on it – a good fundraiser
- Suggestion - Multi phone charging points in the kitchens instead of one plug with everyone trying to use it
- A camper commented that with the changes the Board have made this last year, it has made a big impact and is very visible. Thank you
- Camper proposed forming a consulting team from interested applicants, with a core board and additional experts available for advice.

Prospective Board Member Introductions and what they have to offer

The Board has had some interest in future board members; it requires at least one in the near future. The Board is looking to expand the range of knowledge from new members and what they bring.

Prospective Board members have the opportunity to introduce themselves at this meeting and explain their interest and what they have to offer the Board as members.

Interested parties to date are S Lockwood, B Woolly, J Nelson, P Price

John Quayle thanked each applicant for introducing themselves and their experience. The Board will discuss the applicants via email and will be in touch soon with their decision.

Closing: J Quayle – Board Chair

The board is responsible for governance and is entrusted with overseeing its assigned duties.

- By ensuring that there is money in the bank, spending it wisely, as it doesn't come easily
- Need to always have funds available
- Repairs and maintenance are continual
- Future projects they would like to see happen
 - Wifi extension around the camp
 - Penny (kiwi Cash) in more showers
 - One shower token box in each main bathroom
 - Penny (kiwi Cash) for washing machine and dryers
 - Camp 8 is the last block to upgrade
 - The implement shed roof in the workshop area needs to be replaced
 - Hall – windows need replacing/repairing, and needs painting

- Communal kitchen in the hall or Camp 2 area for large groups – schools
- Seawall – complete in front of Camp 4
- Seawall – Camp 2 beside the jetty to the point by the steps in Camp 3 needs to be repaired/replaced – need to seek advise. It will require removing some trees, digging back, using proper rock, and rebuilding the wall.

The Department of Conservation calls it natural erosion, so they are not interested in assisting with this project

John thanked everyone for attending and invited them to our Open/Fun day at the playground at 11.30 am, featuring a sausage sizzle and waterslide.

Karakia Whakakapi: E Smith

Meeting Closed: 11.20am