

Ruakaka Reserve Board – Planning Meeting

Date: Sunday 12 April 2025

Location: Camp 8 building

Meeting started: 10.10am

Present: J Kearney, B Tibbotts, E Smith, J Nelson. Online- J Spyve, K St John, P Price (joined a bit later)

Apologies: R Newton

Previous minutes from meeting held: 23 March 2025

Matters Arising from the previous Minutes presented on 23 March 2025

Finance – the bank required a constitution for the Board to enable a term deposit to be set up

Costings - Implement shed needs to be completed by the end of this winter

Camp 4 hot water tank has been replaced

Staff house F&M has been completed

Insurance -- has been paid

Finance

- Main bank account \$109,500
- Savings \$345,000

The Board would like \$145,000 to remain in the savings account and \$200,000 to be split up into smaller amounts and invested in different term deposit periods.

Motion: J Kearney

Seconded: J Spyve

Carried

Jan Nelson stated that there is no constitution for the Reserves Act 1977

Costings for known spend for 2026

- Insurance annual package \$40,000
- Implement shed replacement \$35,000
- Dump station replacement \$ 5,000
- Camp 2 gas bottle line replacement \$??

Insurance is from 7 April to 6 April. Anne-Marie has asked Aon Insurance to change the package to align with our financial year. This will be two amounts to pay – from 7 April to 30 June and from 1 July to 30 June 2027. The board agreed with this plan and has asked that once Anne-Marie has received the two accounts, please email them to them.

Projects

Implement shed replacement - High Priority

- WDC building consent – Anne-Marie has started this process, now waiting for the drawings and updated cost to install before she can complete it and send.

- Drawings are currently in process; the original architect company is no longer used by Build Link Merchants, so they are now being done by a new architect.
- Once drawings are complete, the builder can then give an updated quote, which includes the removal of the current shed and the installation of the new one

Camp 2 seawall repair - High Priority

- Alastair (Doug the Digger) has looked at the task, is now getting quotes, and will then give us a quote to repair the first section of the wall – Camp 2 site 18 to end of Camp 3 site 1.

The Board would like to make this a priority and have it done over the winter period

Camp 4 bathroom floors & toilet partitions- Floors High Priority

Approved

- Bathroom floors need resurfacing Quote \$24,733.00
- Toilet wall partitions replaced Quote \$21,425.52

Total price \$46,158.52

The Board has approved for both of these tasks to be completed in the 2026 financial year

Staff house kitchen laminate floor is lifting - High Priority

- The staff house kitchen laminate floor is lifting and needs to be replaced as soon as possible for safety.

Anne-Marie is going to get a quote for it to be replaced asap and will send this to the Board once received, for approval

Caravan storage area metalled

Approved

- Metal the line where the caravans sit all year-round Quote \$2600.88

The Board has approved this quote. They would like the area to be sprayed first, then the grass removed, so the metal is going on dirt.

They also requested that once the metal is laid, the edge surrounding this be sprayed regularly so the mower doesn't need to be close to the metal, spraying stones onto the caravans when mowing

Pine Tree Removal

Approved

- Remove- 5 trees by the Hall, 3 trees Camp 6 bank, 1 tree Camp 4 site 41, 1 tree Camp 2 site 24, 2 trees on hill beside Rats, above Camp 3 site 53

Quote \$16,860

The Board has approved this quoted price but has asked for a discounted updated quote.

Once a new quote is received, Anne-Marie is to send it out to the Board for acknowledgment

Camp 8 shower floors, partitions & walls replacement- High Priority

Hold

- Remove the partition walls & cubicle shower walls, lift the rotten flooring to front of shower tray, install new flooring to full length of cubicles Quote \$13,781.70
- Replace lino- section from the stainless-steel floor up to the end of the cubicle replacement Quote \$3312.64

or from the stainless-steel floor to the seam join between the toilets and showers, and the handbasin area Quote \$9052.60

- Shower walls -- from the internal wall by the end cubicle, across the back wall of the showers, including the wall behind the handbasins, making this wall the cubicle wall.

Quote for panel only \$3,660.00 *Need price for installation*

- Shower cubicles - supply & install Quote \$19,419.80

Price includes lino inside shower cubicles only - \$40,174.14 + wall install

Price includes lino to seam between toilets & showers - \$45,914.10 + wall install

**The Board has requested that this job be reconsidered for the 2027 financial year

Rex toilet partitions & floor replacement- Important

Hold- till after this summer?

- Floor needs replacing Quote \$14,132.00

- Toilet partitions need replacing Quote \$12,794.00

Total job cost

\$26,926.00

The Board will reconsider this job after the 2026-27 summer

Staffroom refurbishment

- Remove the internal wall by the entrance door
- Replace the kitchen sink with a new, smaller version
- Remove bench table

The Board has asked R Scholten to give a quote for this work to be done

Painting of buildings

- Para internal walls will be painted this winter
- Tui (Camp 2) and Kukupa (Camp 5) external walls will be painted this winter

This will be done by the staff

Proposed Fees

- **Rate comparison** -- staff have compared our rates with Camp Waipu, Uretiti, Mangawhai Heads, Whangarei Central, and Whangarei Top 10
- **2026-27 Fee proposal** -- was presented and tabled. The Board asked Anne-Marie to adjust the rates to match the CPI of 3.5%. She will increase each rate by this percentage and resend it to the Board for approval.

Signage

- **NZTA blue sign** on Marsden Point Road showing camping on post pointing to Ruakaka beach road -- Anne-Marie has noticed this has disappeared so following up with NZTA
- **Road signs** -- the south side of and the north side of Ruakaka need to be updated. Anne-Marie, Tayah, Brett and John to discuss options and organise these replacements

- **Signage stand** - corner of Marsden Point Road and Ruakaka Beach Road – this signage stand is rotten. Anne-Marie is going to contact the advertisers and let them know we will replace it for free.

2026 Annual Feedback Survey

- Kristen St John has presented to the Board a list of questions for the annual survey to be sent out to all campers. She has asked the Board to give her feedback or suggestions by Friday, 17th April 2026. She will then finalise the survey questions, send it for Anne-Marie to send out to all campers

Meeting Closed: 11.50 am

Ben Liddle
CHAIRMAN
26/9/26