



**Minutes of a Meeting of the Board of Seaview Marina Ltd  
Held on Thursday 24 March 2016 at 11:30am at Seaview Marina**

**Present:** Brian Walshe (Chair) (BW)  
Arthur Stewart (Director) (AS)  
Chris Milne (Director) (CM)

**In Attendance:** Alan McLellan (CEO, Seaview Marina) (AM)  
Suzanne Willis (Marina Administrator Seaview Marina), (SW)

| Discussion/Actions  | Action Points   |
|---|---|
| <p><b>1. MEETING WITH SMUG REPRESENTATIVES</b><br/>No session was held this month as SMUG had no issues to bring to the Board.</p>  |   |
| <p><b>2. BOARD ONLY SESSION</b></p>   |   |
| <p><b>3. APOLOGIES</b><br/>Sharon Page (Senior Management Accountant HCC) (SP)</p>  |   |
| <p><b>4. REGISTRATIONS OF INTEREST</b><br/>Brian Walshe is on the Advisory Board of Integral Group Limited.</p>   |   |
| <p><b>5. CONFIRMATION OF THE MINUTES OF THE LAST MEETING</b></p> <p><i>Resolved</i><br/><i>That the Minutes of the Board meeting held on Thursday 18 February 2016 be accepted as a true and accurate record.</i><br/><i>Moved: Arthur Stewart /Seconded: Brian Walshe</i></p>  |   |
| <p><b>6. FINANCIAL REPORT</b><br/>The Financial Report for the month ended 29 February 2016 was included with the Board Papers and taken as read.</p> <p>AM noted that there had been a drop-off in in-water storage. He noted that marketing efforts would be concentrating on the website, specifically search engine optimisation.</p> <p><i>Resolved</i><br/><i>That the Financial Report for the month ending 29 February 2016 be approved.</i><br/><i>Moved: Brian Walshe /Seconded: Arthur Stewart</i></p> |   |
| <p><b>7. MATTERS ARISING</b></p> <p><b>Boatyard</b><br/>The Board asked AM to undertake a review of the operation of the boatyard with a view to setting it up as a stand-alone business.</p> <p><b>Unit 9</b><br/>AM is to set a rental rate for Unit 9 and obtain a valuation of the unit if Sailability take up the option. Sailability has expressed interest in leasing Unit 9 and SML is awaiting confirmation from them.</p>   | <p>AM to note Boatyard review– for bring-up in February 2017</p> <p>WMC Unit 9 – AM/AS to set rent and obtain a valuation pending potential lease to Sailability.</p> |

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| <p><b>WMC Lease Renewals</b><br/>Lease renewals are pending for Units 10, 11 and 5A (Gulf Group, Pete Lamb Fishing and City and Sea Canvas).</p>  | <p>AM to contact Gulf Group, Pete Lamb Fishing and City and Sea Canvas re lease renewals.</p>   |
| <p><b>8. MATTERS ARISING</b><br/><b>Café</b></p> <p><b>Traffic Safety at Marina Entrances</b><br/>AM reported that there is still concern about large trucks parked on Port Road near marina entrances. They are blocking visibility for vehicles leaving and entering the marina.<br/>CM suggested that AM contact the Chair of the Petone Community Board with these safety concerns.</p> <p><b>Budgets</b><br/>The Budget will be signed off at the April Board meeting. In the interim AM asked the Board to forward any comments or amendments to him.</p> <p><b>Weather Station</b><br/>AM reported that the SML weather station on the website keeps dropping out. The weather station is not supported by HCC IT as they did not install it so AM has asked them to source an alternative system. CM suggested that AM also Google dropping out issues for a solution to the problem.</p> <p><b>Power Usage</b><br/>AM tabled a report outlining power use by customers plugged into monitored power pedestals. The Board asked him to contact the group of higher users and arrange a meeting to discuss.</p> <p><b>Trailer Park Questionnaire</b><br/>The Board asked AM to summarise Trailer Park questionnaire responses and comments and report back to the April 2016 Board meeting. They also asked that an article detailing feedback received be placed in the May newsletter. A number of respondents asked for a wash down facility and AM will continue to look into options for improving the facility at SML.</p> <p><b>Seabed Licence</b><br/>The Board asked that SML obtain written clarification of the status of the Seabed Licence.</p> | <p>AM to advertise for expressions of interest in operating a café at SML.</p> <p>AM to retain paper trail of correspondence to HCC re concerns about traffic safety with vehicles parked at marina entrances.</p> <p>AM to review income for Budget.</p> <p>AM to review options to maintain operation of the SML Weather Station.</p> <p>AM to write to the group of high power users to arrange a meeting to discuss their power use and provide feedback to the Board.</p> <p>AM to provide feedback from comments from respondents to Trailer Park Questionnaire to April Board meeting.</p> <p>SW to include article in next newsletter re Trailer Park Questionnaire results and comments.</p> <p>AM to write to Tony Stallinger to obtain clarification in writing of the status of the Seabed Licence.</p> |
| <p><b>9. STATEMENT OF INTENT</b><br/>One small amendment was made to the Statement of Intent. AM will send this amendment to Hutt City Council.</p> <p><b>Resolved</b><br/><b><i>That the Board ratifies the Statement of Intent as submitted to the Hutt City Council Finance and Audit Committee on 8 March 2016.</i></b><br/><b><i>Moved: Brian Walshe/Seconded: Chris Milne</i></b></p>   | <p>AM to send amended SOI to HCC.</p>   |

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| <p><b>10. CUSTOMER FEEDBACK REPORT</b><br/>SW tabled a Client Feedback Report for the period December 2015 – February 2016.</p>  |   |
| <p><b>11. HEALTH AND SAFETY REPORT</b></p> <p><i>Resolved:</i><br/><i>That the Seaview Marina Board nominates the CEO as its officer to ensure that Seaview Marina Limited meets its duty of care and implements the compliance road map covering the four areas being:</i></p> <ol style="list-style-type: none"> <li><b>1. Contractor Management.</b></li> <li><b>2. Employee Participation.</b></li> <li><b>3. Risk Management.</b></li> <li><b>4. Incident response and investigation.</b></li> </ol> <p><i>Together with monthly reporting covering these matters.</i><br/><i>Moved: Brian Walshe/Seconded: Arthur Stewart</i></p> <p><b>Boat Ramp</b><br/>The Board asked that staff document the schedule of maintenance and dates work undertaken on the boat ramp and report back to Board meetings.</p>  | <p>AM/TK to include in future H and S reports to Board meetings feedback on the following:</p> <ol style="list-style-type: none"> <li>1. Contractor Management.</li> <li>2. Employee Participation.</li> <li>3. Risk Management.</li> <li>4. Incident response and investigation.</li> </ol> <p>AM to contact Craig Walton at UPL to request a copy of their Health and Safety Board paper.</p> <p>TK to document schedule of boat ramp maintenance and cleaning and diary dates work undertaken.</p> <p>AM to include Hazard Identification list in future Board papers.</p> |
| <p><b>12. CEO REPORT</b><br/>The CEO's report was included with the Board papers. Key points were outlined.</p> <p><b>Security</b></p> <p><b>Ablution Block Break in</b><br/>AM noted there had been a break into the coin boxes in both ablution blocks and cash estimated at \$500 had been stolen. AM is investigating solutions such as replacing coins with tokens and changing the locks to the coin boxes.</p> <p><b>Boatyard/Trailer Park</b><br/>AM noted that the fence on the western boundary of the boatyard was cut and a vessel broken into. A Resource Consent requirement that the pedestrian gate on the western boatyard boundary be kept open during the daytime is also a potential security and health and safety issue.</p> <p>A hole has also been cut in the trailer park A fence – no thefts from this area have been reported. The fences have been repaired and night security patrols advised and asked to check fence lines. AM is also getting advice on improving lighting around the boatyard and WMC. Security is under review</p> <p><b>Debtors</b><br/>A Debtor Report for February 2016 was included with the Board Papers. SW outlined key issues.</p> <p><b>Boatyard</b><br/>Boatyard activity continues to be positive.</p> <p><b>Health and Safety Report</b><br/>AM reported that there were no major issues during the period. A minor diesel spill had occurred but unfortunately the source had not been located.</p> | <p>AM to clear parking meter at boat ramp access weekly and ablution block daily.</p> <p>AM to report back on discussions with Harbour City Security.</p> <p>AM to investigate possible change to the Resource Consent condition which requires the western boundary pedestrian gate to the boatyard to be unlocked during the day time.</p>  |

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| <p><b>SMUG/LBYC</b><br/>AM reported on the meeting held at LBYC to outline the Seaview Vision proposal. He noted that LBYC Commodore Gareth Edwards had extended an invitation for AM to attend LBYC Committee meetings. The Board asked that AM invite Gareth for a 10 minute slot at SML Board Meetings.</p> <p><b>Leap Year Billing</b><br/>AM noted that the NG billing system has invoiced all customers for an extra day in February to cover Leap Year. As the additional days rental increases the annual total billed to each customer to above the advertised annual rental rate, each customer will be credited one day's rental. To avoid this issue happening in future, AM has asked Pacsoft to change the monthly billing system to 12 equal invoices each year rather than the current fluctuating invoices based on the number of days in the month. All customers to be advised by email of this change and of the forthcoming Leap Year Credit.</p> <p><b>2016 Review of Marina Charges</b><br/>A review of SML charges is on hold until AM presents further figures to the April Board meeting.</p> | <p>AM to write to LBYC Commodore offering a 10min time slot at SML Board meetings.</p> <p>AM to write to Andrew Cumming thanking him for attending meeting at LBYC to discuss SML Vision and for his efforts in supporting this proposal.</p> <p>AM/SW to contact Pacsoft to request that the billing system be changed so that monthly rental is invoiced in 12 equal instalments.</p> <p>AM to do more work on the proposed fee increase 2016 and report back to the April Board.</p> |
| <p><b>13. DISTRICT PLAN</b><br/>AM tabled the Jacobs Report and noted he will discuss with Andrew Cummings and report back to the Board.</p>  | <p>AM to discuss Jacobs report with Drew Cummings and report feedback to Board.</p> <p>AM to incorporate key points of District Plan in Strategic Plan.</p>   |
| <p><b>14. GENERAL BUSINESS</b><br/><b>Wellington Marine Centre Report</b><br/>The WMC report was included with the Board Papers.<br/>Pending rent reviews and actions to be taken were discussed previously.</p> <p><b>Unit 3</b><br/>AM noted that rental for Unit 3 is set at two levels based on whether the spray facility is used or not. AM will make a recommendation for standardising Unit 3 rental and report back to the Board.</p>  | <p>AM to make recommendations re standardising the Unit 3 rental for next Board meeting.</p>  |

With no further business the meeting closed at 2:15pm

**Next Meeting Date: THURSDAY 21 APRIL 2016 at 11:30am in the Marina Office.**

Signed:  
**Brian Walshe**  
 Chair  
 Dated: