

PRESENT:
Subject to
Confirmation

John Edwards (Chairperson), Keryn Dawes, Peter Bartram, Mag White, Jenny Ewer, Cr Darren Braund, Joanne Forbes (YP Financial Services) Diana Sweeney (Minute Taker).

VISITORS: Ann Edwards.

MEETING OPENED

7.30pm

1. WELCOME

Chairperson John Edwards welcomed everyone to the meeting and thanked them for their attendance.

2. APOLOGIES

Garry Weekley, J Sendy (leave of absence), Steve Eccles, Darryl Lewis.

3. CONFLICT OF INTEREST

The Chairperson reminded all members of their requirement to disclose any conflict of interest and provide accurate details of the relevant interest to the Committee prior to consideration of that item on the Agenda.

4. CONFIDENTIAL ITEMS.

NIL.

5. CONFIRMATION OF MINUTES

CONFIRMATION OF MINUTES OF MEETING HELD 20 MARCH 2018

#62 (12/4/18)

Moved: Peter Bartram Seconded: Keryn Dawes
That the minutes of the Edithburgh Progress Association meeting,
held on 20 March 2018 as circulated be taken as read and confirmed
as a true record.

CARRIED

6. MATTERS ARISING

ITEM #: 6.1 MATTERS ARISING.

6.1.1 Page 7 (General Business) – Injury to Cleaner. The previous Park Managers contacted the Secretary to have the reference to the injury to the cleaner removed from the Edithburgh website. It was removed at the time of the request. It was agreed at the meeting, however, to leave this discussion in the minutes in the event this documentation was required in the future.

6.1.2 Page 5 under 7.6. Correction to day of the week – changed from Wednesday to Tuesday. It was noted that P Bartram (Markets) thanked the Progress committee for taking up rent payment for the Institute. Any profits made from the Markets will be earmarked for Progress projects.



- 6.1.3 **Page 7 – Note: 8.1.24.** It was agreed that when C Thiel was on the Peninsula, a photo opportunity with Cale and Progress members would be organised.
- 6.1.4 **Defibrillator at Sultana Point.** G Weekley emailed members prior to the meeting regarding making the location of the Sultana Point defibrillator more public so all knew where to access it if required. In conjunction with Mr & Mrs Freidenfeld, his suggestions were: circulate its location to any holiday rental company – ie. Accommodation on Yorke's and Country Getaway, etc. and ask to add this to their information packs on the relevant properties. A leaflet drop to all properties in Sultana Point. The placement of a sign mud map at the Public Toilets located on the beach front. **Action: G Weekley and D Sweeney.**
- 6.1.5 **Page 7 (General Business). Cold Room at Bowls Club.** P Bartram to research options going forward.

ITEM #: 6.2 REVIEW OF ACTION LIST.

- **Stinky Bin.** It was agreed to trial the stinky bin over the school holidays at the Caravan Park. **Action: D Sweeney and D Lewis.**

7. REPORTS

ITEM #: 7.1 CARAVAN PARK WORKING PARTY REPORT

Next Meeting 27/3/18. (Verbal report at the meeting.)

Problems noted by Relief Park Managers and forwarded to J Forbes:

- Electrical – have contacted Tapes.
 - 9 Fluros in Southern amenities, Ken has changed some others need starters, etc.
 - 4 globes in Seaview cabin – Ken fixed.
 - Main street pole light near ensuite amenities.
 - 2 night yellow fluros in Park Unit and toilets – Ken fixed.
 - 2 globes in Managers' residence – Ken fixed.
- Plumbing – Renowned Plumbing contacted.
 - Seaview 4 – both taps dripping – Ken fixed.
 - Replace toilet bowl in disabled bathroom and Ensuite 5 toilet.
 - Spa 2 needs isolation switch and water regulator changed.
- Carpentry:
 - Ensuite 6. Patron opened window, the frame and glass came out, leaving raw glass. The aluminium frame is not screwed into anything and needs attention asap. Ken has since fixed.
 - Ensuite 9. Bathroom vanity door hinge broken – door fallen off.
 - Ramp on Park Unit 1 – rotten boards need replacing.
- Other:
 - Designated path to Park Exit and Fisherman's Jetty.
 - Managers' residence – kitchen sliding door.
 - Glass door in oven is missing which is only 3 months old approx.
 - Lock on small door in carport – Ken fixed.
 - Office front door lock – Ken fixed.



Walk through on 27/3/18 - problems noted and some issues that occurred over the Easter weekend :

- Disappointed to see the dryness of the grounds (on second walk through on 4/4/18, it was noted how green the grounds now are).
- No access was available to the Managers' residence as previous Park Managers were still in residence.
- No access to one shed as previous Park Managers still had personal items in that shed.
- Inspections were completed.
- Relief Park Managers took over on 28/4/18. They have placed their Caravan on J Sendy's driveway and are happy to remain there for their tenure.
- The Park was managed well over the Easter break and the previous Park Managers left on 30/3/18.
- Boom gates had some issues on the Friday morning of Easter. A general code was used to allow patrons in and out of Park. There were no further issues after 30/3/18.
- Due to no access to the Park Managers' residence, the cash from the Park had to be stored offsite until 31/3/18.
- All log in and computer codes were changed on 28/4/18.
- An asset check was completed.

Walk through on 4 April 2018:

- It was agreed to organise a working bee to reorganise sheds. One shed to be designated for Park use and the other for Progress use.
- Park Managers' residence:
 - Flooring needs to be replaced - both Carpets and Tiles (look at possible options rather than replacing tiles).
 - Internal repainting throughout.
 - Benchtops in kitchen to be replaced.
 - Blinds to be replaced via online suppliers.
 - General cleaning to be done.
 - Ken has mowed lawn in backyard.
 - Screen door to be fixed.

It was agreed that John Fitzpatrick be directed to review the Park Managers' contract regarding rent and bond going forward.

Patron Complaints: It was also noted that several complaints had been made by patrons particularly in relation to Cabin 5, 6 and 10. It has come to the CPWP members' attention that complaints were frequently left on tables by patrons at the cabins but that no complaints had been forwarded to the Caravan Park Working Party at any time.

It was agreed to try to identify the patrons who had complained and write to them and invite them back to the Park free of charge and the Relief Park Managers were working to rectify the issues experienced.

Garden and Block Maintenance: It was agreed to contact T Edwards to assist Ken to complete trimming of bushes around the Park, particularly the cabins



and removing dirt piles from the garden bed at the southern end of the park and tidy up the Fisherman's Jetty block.

Park Managers' Reporting Process. It was agreed that a checklist be generated at the commencement of the new Park Managers' tenure and that the Caravan Park Working Party walk through and investigate every cabin and all amenities on a regular basis. It was also agreed that a designated time for a spring clean be organised and that it is inspected and checked.

ASL Applications. J Forbes reported that two new ASL enquires were received and she would follow them up.

General discussion. It was noted that a negative perception of Progress is present in some parts of the community and discussion occurred on how to remedy this. It was suggested that some information regarding Progress meetings be placed on the Edithburgh Progress Facebook page. **Action: D Sweeney to draft and refer to Cr Braund and Progress members for review prior to posting.**

P Bartram also tabled some Wiki camps comments for information.

It was agreed once new Park Managers had been contracted that a feature on them would be organised with the YP Country Times and on social media.

ITEM #: 7.2 PROGRESS FINANCIAL REPORT.

Report circulated prior to meeting.

Financial Reports.

Overall, income has increased by \$57,549.

- a) \$17,460 increase in Commercial Income (3%).
- b) \$35,000 increase in Grant Income (\$50,000 Top Tourist Parks incentive has been received).
- c) \$5,000 increase in Community Event Days (Day at the Burgh Grants and Income).

Expenditure has increased by \$28,470 compared to last year:

- a) \$16,020 increase in General & Administrative Expenses.
- b) \$5,720 decrease in Advertising and marketing Expenses.
- c) \$4,590 increase in Operating Expenses.
- d) \$13,585 increase in Occupancy Costs.
- e) \$5,443 increase in Financial Costs (due to second loan repayment being made in March).

Budget Review and Long Term Financial Plan.

Unfortunately with other commitments re Park Management recruitment and assisting the Relief Managers with the Caravan Park, I have not been able to reformat the Budget Review document yet.



Recruitment Update for Park Managers.

It has been busy over the last three weeks fielding enquiries for the Park Managers' position. 83 enquiries have been made with all receiving an information pack.

Edithburgh Caravan Park Office

I have spent time in the office with L Taylor (Relief Manager) culling information, updating RMS system with tariffs to enable Easter bookings for next year to be made, tidying up the key register and general spring cleaning.

Edithburgh Caravan Park Cleaners

I have spent time over the last couple of weeks organising cleaners for Lisa and Ken to get them through the peak season.

Unfortunately, one of the cleaners who covered cabins and amenities had advised they were leaving on 8/4/18 but then came into the office on 4/4/18 and said they couldn't fulfil their duties from 5/4/18 to 8/4/18 due to other employment.

D & R Goody had also advised that they would be unavailable for the first week of the school holidays.

In consultation with members of the CPWP, we have engaged Rapid Detail to clean the amenities and bbqs during the shortfall and Cecilia Zanampan (from Edithburgh) to assist with cabin cleaning for the next few weeks.

The cleaner who injured herself with the vehicle supplied by R & S Gray has been to the doctor and is having a scan on her back on 11/4/18 to ensure no major damage has been sustained.

Further notes at meeting:

- Shortlist of applicants will be provided by the end of this week.
- Ken and Lisa Taylor in Park until 21/5/18 at this stage. We may need to extend this, but if K & L Taylor are unable to relieve past 21/5/18 Malcolm and Jenny (previously Point Turton Caravan Park) have offered assistance if necessary.
- All cleaners advised they are temporary until new Park Managers' appointment.
- Thank you basket given to K & L Taylor on 4/4/18 for fulfilling their role through some difficult circumstances.
- An abundance of Edithburgh Caravan Park brochures are still in the cupboards and will be distributed both locally and throughout the State.

ITEM #: 7.3 TOURISM WORKING GROUP REPORT

(Next Meeting date – 8/5/18 2nd Tuesday/mth at 6.45pm

Cooee next meeting date last Monday 30/4/18 –at 10am).

Nil to report.



Item #: 7.3.1 Cooe. J Forbes will set the codes on the photocopier for the Cooe.

Item #: 7.3.2 Edithburgh Markets.

P Bartram reported (via email prior to meeting – April markets):

- What an absolutely brilliant day, both weatherwise and people wise.
- Stall numbers were about the same but people numbers excelled. I can't remember the last time when I've seen cars parked the full length of Blanche St, both sides, extending from the hotels to the Caravan Park,
- Both sides of Cross St, the full length and the same for Edith St and around the corners onto a fair chunk of O'Halloran Parade, even though some of this was boat trailer parking.
- Trading for all stalls was good or better with some of the food stalls almost completely selling out.
- The Easter weather was absolutely perfect and the use of the Progress Association portable shelters was a winner.
- I don't think there were any complaints from any of the stall holders.
- Having the sculptures in the main hall and the markets outside caused a few problems initially with people wandering through the connecting door but this was soon rectified. In fact, I think the two events complimented each other.
- I thank all the persons who helped in any way to set up early on the Sunday morning and again to tidy up. It was a blessing Daylight saving finished the night before.
- No complaints this month.
- Next market: May 13th, Mother's Day weekend.

ITEM #: 7.4 A DAY AT THE 'BURGH.

Nil to report.

ITEM #: 7.5 INSTITUTE REPORT.

(Next meeting 17/4/18 at 7.30pm. K Dawes provided a brief verbal report).

- Easter exhibition and markets a success.
- Meeting with D Harding re: funding and R Brooks re: repainting external walls of main hall and kitchen. Also repair of stonework and fretting in hall and committee room.
- Entrance sign to be reworked/repainted next week.
- Glass to be replaced in side door.
- Next meeting 17/5/18.

ITEM #: 7.6 EDITHBURGH MUSEUM COMMITTEE REPORT.

(Next Meeting date – 17/4/18. K Dawes provided a verbal report for the meeting).

- Shed extensions into Council for Approval.
- Hospital and Tape exhibitions still ongoing.
- Jetty beacon light to be sorted by next meeting.



ITEM #: 7.7 COUNCILLOR'S REPORT.*(Cr D Braund provided a verbal report at the meeting).*

- Sculpture exhibition held over three days on Easter weekend. 1000 people came through, with 570-580 on Easter Sunday.
- Today show weather cross – AM Thursday 12/4/18. Great national coverage for Edithburgh. Crew to land on Wednesday 11/4/18. More information on location for crosses (between 5.30am and 8.30am) to come Wednesday 11/4/18. Edithburgh is the only place Today is visiting outside of Adelaide.

8 GENERAL BUSINESS

Entrance at Edithburgh Caravan Park. It was discussed that the entrance to the Caravan Park was looking a bit tired and was in need of an update, with new signage and rendering.

Thank you basket. J Forbes advised that a thank you basket was sent to the previous Park Managers thanking them for their service.

Thank you letter. A thank you letter to be written to Andrew Cameron (CEO of YP Council) thanking Council for their consideration of Edithburgh as the location for the Yorke Peninsula Art Exhibition's Sculpture exhibit. **Action: D Sweeney.**

#64 (10/4/18)

Moved: Mag White**Seconded: Jenny Ewer**

That a thank you letter be written to Andrew Cameron (CEO of YP Council) thanking Council for their consideration of Edithburgh as the location for the Yorke Peninsula Art Exhibition Sculpture exhibit.

CARRIED

Edithburgh Primary School. It was discussed that the site was for sale, as Council had received a letter from the Department. Progress discussed the zoning difficulties which could be a bit prohibitive for what the site could be used for and hoped that any future purchaser would develop the site for greater community use and Progress hopes to develop a strong working relationship with any prospective buyer for the mutual benefit of the town.

Kangaroo Island. P Bartram noted that on his recent visit to Kangaroo Island, there were 4 day cruises available from Melbourne 4 times a year to visit the island with approximately 1600 visitors during these times.

Tidal Pool. The short section of the walking trail, from the jetty to the pool, that links the trail to the car park, would be sealed as soon as possible. The Jetpaver, which is used by Council to repair the roads, had broken down. Once repaired, this will be used to seal the rest of the trail.

Median Strip. Watering is only being done approximately once a month.

Bowls Annual Carnival. P Bartram queried whether for next year's competition, discounted accommodation for bowlers could be negotiated with the Caravan Park. Competition to be held on 18/19 March 2019.

K Dawes.

- It was noted than an electrician was working at the old Braund shop site and that the EPA had undertaken water testing.
- Croquet signage – still pending.



- Robyn Short and Mary Bishop won National Bowls championship. Well done ladies! It was suggested an article be put in the next edition of the Cooee. **Action: D Sweeney to contact Peter Gripton and ask if he could do an article for the Cooee.**
- Tennis Club grant. Thank you to J Forbes on behalf of Progress for completing the submission for resurfacing Tennis Courts. Tender quotes ranged from \$23,000 to \$110,000 (approximately). A quote for \$83,000 was decided upon, less \$10,000 to be contributed to by the Tennis Club and a request to Progress to contribute \$10,000 from the Town projects budget if the grant is successful. \$5,000 in kind from voluntary working bees to remove and then replace fencing etc. If tender is successful, the Tennis Club to approach Progress to make final decision. The economic benefits to the town to have the resurfacing done are enormous being a small rural community and the social benefits of the courts for all the community.
- Flora Park. Consideration to be given to gambien mesh wire (stainless steel) to place loose rocks in to create small fences or seat posts, etc. **Action : K Dawes to do more research and update Progress going forward.**

Pool Pontoon. Needs to be dived under and hooked up to be righted and then removed.

Thank you letters. It was agreed to send thank you letters to Kara Johnson (YP AG), Barbara Freidenfelt (Sultana Point resident and keeper of the defibrillator) and Richie Tape (installation of defibrillator). **Action: D Sweeney.**

ANZAC Wreath. Ordered and ready for collection by J Edwards.

Water Allocation. The water allocation for the Caravan Park was queried but J Forbes advised the bill was similar to last year. The meter is to be read again shortly so a comparison can be made against the same period as last year.

Don Green (resident of Park) has gone into a home and his son has come over to Edithburgh to organise site.

J Forbes to organise flowers for the passing of John Toomey.

Gyrocopters were seen on Easter Sunday around Edithburgh and it was questioned whether any photography footage was taken and could be obtained? Does anyone in the community know?

Pathway at the southern end of the Caravan Park. It was noted that over Easter, the southern end exit was difficult to access as tents were pitched across the entire grassed area and people were forced to go through the campsites which caused some dissention. It was agreed that a clearly delineated pathway, consisting of sleepers and gravel be installed.

MEETING CLOSED

9.27PM.

John Edwards, Chairperson.

DATE OF NEXT MEETING – 8 MAY 2018.

