

PRESENT:
Subject to
Confirmation

John Edwards (Chairperson), Keryn Dawes, Peter Bartram, Cr Darren Braund, Lesley Tilbrook, Mag White, Darryl Lewis, Damian Goody, Joanne Forbes (YP Financial Services) Diana Sweeney (Minute Taker).

VISITORS: Rhiannon Goody, Rachel Goody, Russell Gray, Mark Wilkin, Ann Edwards, Kristen Murdock (YP Community Transport).

MEETING OPENED

7.32pm

1. WELCOME

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

2. APOLOGIES

J Sendy (leave of absence), S Eccles.

3. VISITOR:

KRISTEN MURDOCK. YORKE PENINSULA COMMUNITY TRANSPORT.

Kristen Murdock made a short presentation to the Committee to help broaden the community's understanding of all the services provided by Yorke Peninsula Community Transport, which included not only medical transport but social transport. For more information, please visit the website: www.yppcommunitytransport.org.au or contact the office on 1300 132 932. If aged over 65, all services can be accessed but registration is required through the portal www.myagedcare.gov.au or call the office for assistance. Volunteers are needed and welcomed!

4. 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.

5. CONFIDENTIAL ITEMS.

SEE END OF DOCUMENT.

6. CONFIRMATION OF MINUTES

CONFIRMATION OF MINUTES OF MEETING HELD 8 MAY 2018

#70 (12/6/18)

Moved: Peter Bartram

Seconded: Keryn Dawes

That the minutes of the Edithburgh Progress Association meeting, held on 8 May 2018 as circulated be taken as read and confirmed as a true record.

CARRIED

7. MATTERS ARISING

ITEM #: 7.1 MATTERS ARISING.

D Goody raised the following and queried why no action had taken place in the ensuing month since his presentation in May:



- 3 Park Managers in 12 years. D Goody presented dated documentation stating that there had been 3 sets of Park Managers in 10 years under the umbrella of the Edithburgh Progress Association, with the 4th set to come.

Note : The first set of Managers were at the end of their tenure when the Progress were operating in their own right after separation from Council in 2011.

- Queried why the other members of the Caravan Park Working Committee were not aware of the verbal agreement between D Goody/S Eccles/J Forbes in March 2018.

J Forbes advised that her account of the verbal discussion was different to D Goody and as S Eccles was absent from this meeting, there was no agreed resolution.

- Queried why no communication was forwarded to SYP Cleaning asking if they were available to take on the extra cleaning duties during early April which were left unfilled due to other commitments by the rostered cleaner which resulted in the Rapid Detail appointment.

J Forbes advised that the Relief Managers asked D Goody if he was available for additional shifts and was advised that due to other commitments and going away for holidays in April, he was unavailable. As a result, J Forbes conferred with the CPWP and Rapid Detail were engaged.

J Forbes stated that she had made an error with one piece of communication with D Goody, apologised for this fact, we are all human and sometimes mistakes happen and that the matter was resolved two months ago and it is time to move forward.

ITEM #: 7.2 REVIEW OF ACTION LIST.

- **#2. Foreshore Vegetation.** J Forbes advised that that a small environmental grant had become available which she would investigate and apply for if we met the criteria. Grant closes 19 June 2018. **Action: J Forbes.**

8. REPORTS

ITEM #: 8.1 CARAVAN PARK WORKING PARTY REPORT

Next Meeting 26/6/18.

Relief Management report was circulated prior to the meeting.

This month has been a little quiet in the park on powered sites as to be expected for May. The Travel Auctions have filled the cabins day in, day out for the whole month keeping us busy.

The flooring in the new Managers' residence has been completed and looks great. Along with the painting of which I am glad due to the smell. All looks very bright and fresh. The electrical work is also completed, as well as replacing all lighting with LED globes. The blinds have been ordered so should be here soon. All you need now is the new Managers and their family to move in.



In the Park this month. Please note this is on top of the everyday running of the park.

- Ken has made and fitted the colourbond fence panel to fill the small gap at the BBQ area near the ensuite cabins.
- Spa 2 – spa bath fixed.
- Underground water pipe repaired on site 101, had a tent peg put through it.
- Bought new remote TV control for Spa 2 as the other one only worked close up (not the batteries). People were complaining.
- Repaired watering system, weeded, planted new plants and mulched garden at the front of the arrival bay.
- Took the Cleaners van for a run to Curramulka to be weighed so it can be registered.
- Victa Edging machine has been repaired, runs like a dream.
- Lifted up, filled and realigned pavers near ensuite toilets due to rabbits undermining the ground.
- Had an incident with a White Nissan Navara Ute having a heated discussion with another party in the parking bay reverse out very quickly and ran over the Keep Left sign in the middle of the entrance to the park, ripping it out of the concrete. Ken has straightened it a bit and bolted it back in the concrete for now. You may need to acquire another one as it is not the first time it has been hit.
- More general clearing of undergrowth up against the cabins.
- Tom Edwards finished thinning out growth near the unpowered sites.

Caravan Park Working Party committee report circulated prior to meeting.

Planting along Western Boundary. J Forbes advised plans are in place for digging the holes and subsequent tree planting. She raised that it could be advertised for the people of Edithburgh to come along and get involved with the tree planting as a community event. **Action: D Sweeney to put on Action List for July.**

Issue for Progress. Review and increase of Park Fees was discussed. It was decided to maintain the fees at their current rate for the next 12 months.

#71 (12/6/18)

Moved: Keryn Dawes Seconded: Peter Bartram
That the Edithburgh Caravan Park Fees be maintained at their current rate for the next 12 months.

CARRIED

ITEM #: 8.2 PROGRESS FINANCIAL REPORT.

Report circulated prior to meeting.

Financial Reports.

Overall, income has increased by \$53,688.

- a) \$12,500 increase in Commercial Income – (\$7,000 growth in May compared to last year, \$2K Tourist and \$5K ASL for some outstanding fees paid).



- b) \$37,000 increase in Grant income (\$50,000 Top Tourist Parks Incentive has been received) and invoice raised for YP Council Community grant for solar lighting for town entrance signs.
- c) \$5,000 increase in Community Event Days (Day at the Burgh Grants and Income).

Expenditure has increased by \$88,000 compared to last year:

- a) \$19,900 increase in General and Administrative Expenses (Portion of variance – Relief Managers paid throughout May rather than at end of month) plus \$4,600 extra in donations, \$2,650 in Consulting fees for plans to be drawn up.
- b) \$6,500 decrease in Advertising and Marketing expenses.
- c) \$5,200 increase in Operating Expenses (majority is in minor plant for Flora Park ute purchase),
- d) \$7,800 increase in employee costs (portion is cleaners).
- e) \$61,700 increase in Occupancy Costs/Town improvements (\$35K for Tidal Pool and Carpark, \$12K for Managers' residence upgrade and \$21K for solar works on southern amenities – approximately \$18K to be reimbursed by insurance claim).

Park Managers Contract.

I have circulated the draft Contract Agreement to Progress members for their review and thank those that have responded. At the time of writing this report, negotiations were still continuing regarding the start date and I hope to confirm at the meeting that it will be 1 July 2018.

As discussed with the CPWP members, we have secured relief management until such time as our new managers start and have extended the cleaning contracts to 30 June 2018 at this stage.

Lisa and Ken have family commitments in June so they will be replaced by Jenny and Malcolm Clifton for the period 5 June to 17 June and Ken and Lisa will return on 18 June until the new managers commence and provide onsite training for them.

The Contract Agreement does refer to a "Park Manual" and, to date, I have not received this from John Fitzpatrick. If I don't receive something shortly, I will collate something as a basis for Progress and the new Managers to consider. The Park Manual is basically a working document which highlights their duties for completion and will be able to be used by both parties as a basis of the roles, responsibilities and expectations required and can be amended during the course of the contract agreement period.

Advertising.

In the absence of the Park Managers, I have been addressing the advertising requirements for the Caravan Park, removing the previous Managers' names from the adverts and updating photos, content for the YP Tourism and State Tourism catalogues that are due now.



ITEM #: 8.3 TOURISM WORKING GROUP REPORT

*(Next Meeting date – 12/6/18 2nd Tuesday/mth at 6.45pm
Cooee next meeting date last Monday 25/6/18 –at 10am).*

L Tilbrook to form this Working Group with the new Park Managers when they are on board. R Goody (visitor) advised that she would be more than happy to hand out any flyers, etc. into the holiday homes she cleans.

Item #: 8.3.1 Cooee.

- Technician had been out to service the photocopier but a part needed to be obtained. No Cooee yet for June. **Action: D Sweeney to contact Office National to enquire when part and technician would be available.**

Item #: 8.3.2 Edithburgh Markets.

- A very poor market by normal standards. Some of the stallholders did little or no trade whatsoever. The food stalls, on the other hand, did a fair trade.
- To be fair, when the traders have a poor day, the rent becomes a little more flexible and is sometimes adjusted to entice the stallholders to keep coming back.
- Without the input from Progress, the stallholders would not be covering the costs involved and increasing the rent would only deter, not encourage them.
- A BIG thank you for your support.
- Due to wind damage, new market signage has been completed by R Emery to include Edithburgh Progress Association name. Colour of wording needs to be changed from the current red.
- P Bartram has been baking and selling lamingtons at the markets as a fundraiser to go towards sharkproofing the Pool. Around \$350 has been raised to date. Well done Pat!

ITEM #: 8.4 A DAY AT THE 'BURGH.

- D Sweeney attended the first meeting on 30/5/18.
- Initial plans are going forward.
- A dedicated Facebook page for the event will be organised and up as soon as possible.

ITEM #: 8.5 INSTITUTE REPORT.

(K Dawes provided a brief verbal report).

- No meeting held.
- John and Beth Braund have returned so meeting should be next week or week after.
- Some issues with wood rot around entry.

ITEM #: 8.6 EDITHBURGH MUSEUM COMMITTEE REPORT.

(Next Meeting date – 19/6/18).

Two working bees have been held to extend the roof line of new shed. Post holes are in.

AGL and Council have been contacted for an extension on completion date.

ITEM #: 8.7 COUNCILLOR'S REPORT.

Rates and draft Financial Plan are being looked at for 2018/2019.



Council elections open in a month for anyone wanting to nominate to become an elected member.

9 GENERAL BUSINESS

Caravan Park Entrance. D Lewis presented two ideas for the Caravan Park entrance. Updating the left and right pillars to make the entrance way more welcoming and also the fencing and signage on the side streets needs to be updated. **Action: Caravan Park Working Party to consider going forward.**

Damaged annexe. An application form for J Sendy's new hard annexe has been received by the Relief Park Managers. This will address the unsightly canvas annexe that was damaged by the tree falling and subject to the insurance claim.

Institute toilet lights. The outside lights around the toilet block are currently not working. **Action: Institute committee.**

New Books. This new booking system was discussed in May meeting. The new Park Managers will need to take a look at the system and report to the CPWP in due course.

Presentation from Peter Bartram.

I decided to make this presentation because of the way some of the community have treated a dedicated member of our Progress Association and I felt it necessary to perhaps enlighten you all on the challenges, outcomes and achievements to try and strengthen our resolve and help form a better relationship.

It is about Jo Forbes and what and how she has helped this Progress Association and our town, Edithburgh, achieve.

Our financial problems started before 2002 when, our Secretary/Treasurer, at the time, fraudulently extracted funds from this Progress Association. I was told by a Progress member that the amount was around \$80-90K.

When this happened, Jo was under the employment of the District Council, as the Senior Accounting Officer. Part of her job was to ascertain the extent of the fraud and how to rectify the problem. She discovered that the amount of money taken was in excess of \$100K. Our total debt at the time was more than \$110K. She activated a plan whereby the Council would fund the Association to the full amount (interest free) and that the Association would repay the loan in 3 years, which it did.

In 2003/4 – we had a commercial income of \$393K and a debt to Council off \$114K, plus 2 debenture loans. By 2006/7 – we had increased our commercial income to \$511K and we had paid off the Council loan and were debt free, apart from the 2 debenture loans, plus we held \$21K in the bank.

2010/11 heralded the change in the Caravan Park ownership. We negotiated with the Council who relinquished the Park management back to the Progress Association.

Jo left the Council in 2010 and in 2011 became our finance officer.

2011/12 – the commercial income was \$599K, the debenture loans were being finalised and a loan for \$300K was taken out for the Southern amenities block.

2012 - 2015 – the commercial income has varied from \$753K to \$746K. Since 2003/4 the commercial income has increased 89% at an average of 8%/annum. The only debt was the Southern amenities loan and the savings ranged from \$172K - \$67K at an average of \$102K.



Since then she has organised no fewer than 11 grants for various projects in and around the town, totalling approx. \$51K.

She has volunteered time to help organise several events in and around Edithburgh. More recently “The Day at the ‘Burgh”, which has become extremely popular. Her involvement in co-ordinating and project managing various capital works within the park has been done with the utmost efficiency and professionalism.

Jo has also undertaken the role of co-ordinator and facilitator for all the incoming park managers and relief managers since her employment with this Association. I have been fortunate, or unfortunate, to be a part of the process to hire new managers and it has been enlightening and frustrating, especially when the required documentation has not arrived on time. The amount of correspondence that transpires between her and the new managers is nothing short of extreme. Her tact and diplomacy are first class.

Unfortunately, her job as the Finance officer/adviser requires some hard ball decisions. Decisions that are not made because of personalities or personal feelings. These decisions are based on cold, hard facts, which, in the past, sometimes have not been popular. She is a business person who has the interest of the Association, Park and town at heart and works hard to keep this community profitable.

A general discussion followed with D Goody raising concerns on current perceptions in the community with other Members stating they are disappointed with the misconception and ignorance shown.

D Braund (Pastor). A conference at Light Church on 7 July 2018 – Beloved is to be held for girls aged 11-18 years.

L Tilbrook. Information folders in the Caravan Park cabins need to be updated urgently as menus in the folders still include menus from the Edithburgh Hotel when it was opened previously.

AGM nominations. D Sweeney informed the committee members of their requirements to renominate for the upcoming AGM in August. Nomination forms will be available via the Secretary, the Post Office and the Deli after the July meeting.

Swimming Pool. Boards that murals are painted on are coming away from the wall and buckling. The screws are also rusting. **Action: D Lewis to contact S Heinrich-Smith.**

T-shirts for new members. To be ordered and given out after the AGM once new committee is formed.

Edithburgh School. J Edwards to meet with K Tuck who is visiting in a few days to discuss plans for the school and Edithburgh’s future involvement in the school.

MEETING CLOSED

10.05PM

John Edwards, Chairperson.

DATE OF NEXT MEETING – 10 JULY 2018.

