



Minutes of meeting
Held in the Edithburgh Institute
on 4 September 2018

PRESENT:
Subject to
Confirmation

John Edwards (Chairperson), Peter Bartram, Lesley Tilbrook, Keryn Dawes, Patricia Bartram, Garry Weekley, Mark Wilkin (late), Phill and Jo Medson (Caravan Park Managers), Diana Sweeney (Minute Taker).

VISITORS: Ann Edwards, Darren Bland.

MEETING OPENED

7.30pm

1. WELCOME

Chairperson John Edwards welcomed the new Committee Members and Caravan Park Managers and all to the meeting and thanked them for their attendance.

2. APOLOGIES

S Eccles, Cr D Braund, M White, D Lewis, J Forbes (YP Financial Services).

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 14 AUGUST 2018

#9 (4/9/18)

Moved: Peter Bartram Seconded: Lesley Tilbrook
That the minutes of the Edithburgh Progress Association meeting,
held on 14 August, 2018 as circulated be taken as read and confirmed
as a true record.

CARRIED

6. MATTERS ARISING

ITEM #: 6.1 MATTERS ARISING.

SA Parks Conference.

Peter Bartram reported that the SA Parks Conference was fascinating and well worth attending, with great information take out. The key note speaker was inspiring.

Constitution Review – Sub Committee to be appointed.

Keryn Dawes, Garry Weekley and Lesley Tilbrook will form the sub-committee to review the current Constitution.

This Committee will conduct a review and formulate a proposal to submit to Progress for discussion in due course.



It was also discussed that the Committee could, if they desired, appoint a non Progress Member to this Committee.

#10 (4/9/18) **Moved: Keryn Dawes Seconded: Peter Bartram**
That Keryn Dawes, Lesley Tilbrook and Garry Weekley form the Constitution Review sub-committee.

CARRIED

Cheque Signatories for Edithburgh Progress Association Accounts.

The policy allows for the Chair, Vice Chair and two Committee members to be the cheque signatories. In light of this, Peter Bartram and Lesley Tilbrook, in conjunction with John Edwards (Chairperson) and Steve Eccles (Vice Chairperson) will be appointed as authorised signatories on the Edithburgh Progress Association accounts.

#11 (4/9/18) **Moved: Garry Weekley Seconded: Keryn Dawes**
That Progress appoint Chair (John Edwards) and Vice Chair (Steve Eccles) and Committee Members, Peter Bartram and Lesley Tilbrook, as authorised signatories on the Edithburgh Progress Association accounts.

CARRIED

ITEM #: 6.2 REVIEW OF ACTION LIST.

- **Outdoor Gym Equipment.** D Sweeney reported M Herrmann's email advising that installation will now be carried out on 15 and 16 October 2018.
- **#8 Croquet Club Photo and Signage.** K Dawes advised this project was working towards the 10th Anniversary of the Club in 2019.
- **#9 Flora Park.** K Dawes also advised that the Progress budget allocation would be put towards an upgrade on the façade of the Park as well as the small fences or seat posts to be made from the gambien mesh.
- **#10 Defibrillator at Sultana Point.** D Lewis to provide a draft leaflet and poster for members to consider. **Action: D Lewis.**
- **#11 Planting on Western Caravan Park Boundary.** Planting complete. Stakes and protective covers for plants to be installed (provided by Council and installed by Park Managers).

7. REPORTS

ITEM #: 7.1 CARAVAN PARK WORKING PARTY REPORT

Next Meeting 24/9/18

CPWP report circulated prior to meeting.

Two recommendations were presented to Progress for their consideration:

#12 (4/9/18) **Moved: Peter Bartram Seconded: Lesley Tilbrook**
That three (3) Ensuite Cabins be offered as pet friendly cabins incurring a one-off \$20 cleaning surcharge and the fees and relevant media be updated accordingly.

CARRIED



#13 (4/9/18)

Moved: Garry Weekley**Seconded: Keryn Dawes**

That Progress approve of the Park Managers offering group community activities such as sausage sizzles, pancake breakfasts and fire pit nights. (Note: individual fires still not permitted in the Park).

CARRIED**ITEM #: 7.2 PROGRESS FINANCIAL REPORT.***Report circulated prior to meeting.*

The following reports have been submitted for your consideration:-

1. Balance Sheet for Edithburgh Progress Association as an entity.
2. Profit and Loss for "Jobs".
3. Profit and Loss compared to previous year.

Audit for 2017/18

The Audit for 2017/18 went very smoothly and all information has been scanned and recorded in electronic format for future reference. A copy of the Audit Letter from Dean Withers was circulated by email to Progress Members for your information.

Edithburgh Administration Officer

At the July meeting, the Progress Association approved of my revised contract. This included a number of exclusions of tasks that I previously completed. Progress will need to consider which tasks they would like to redirect to the Administration Officer and a reallocation of hours / update to this job description for current incumbent, Diana Sweeney to consider.

One of the tasks that will be looming is the Edithburgh Community Grants Coordination.

Other tasks that may be generated from tonight's meeting include:-

- a) Writing Terms of Reference for Working Parties.
- b) Coordinating the administration component of the Tourism Working Party (ie. notes, follow ups with Council approvals, etc.?)
- c) Writing an article of "Progress News" to be included in each edition of the Cooee (unless a Progress Member volunteers to do this).
- d) Writing and updating Policies and Procedures for the Progress Association – ie.
 - Code of Conduct.
 - Progress Members' Position Descriptions including – Role of Progress Association/Role of Individual Members.
 - Volunteer Policy (to cover Flora Park, Day at the Burgh and possibly Tidy Towns volunteers).
 - Coordinating administration for the Constitution Review (if a Progress Working Party is tasked to do this review).

To be discussed at the Progress Association Planning Day to be held on 19 October, 2018 at 9.30am at the Institute (see General Business below).

It was agreed that the Edithburgh Community Grants would be redirected to D Sweeney immediately. Action: J Forbes.



Budget Review

I have attached the budget review (interim) for your consideration. I thought it would be necessary to conduct an interim review to cover items such as minor park maintenance identified by the CPWP committee and also for the Progress Association to see how much money has been set aside for town projects to assist with future planning based on the ideas from the flyer.

Obviously, if you make decisions that require more funding than allocated, we can adjust the budget and review the impact this has on future years.

Items to note :-

1. Progress set parameters based on percentage of Caravan Park Income a few years ago:
 - Operational Expenditure for the Caravan Park (80%),
 - Capital Works (5-8%) and
 - Progress Association (10%)
2. Caravan Park Commercial Income budget for 18/19 has been increased to \$730K (\$45K increase on last year's performance). This will be closely monitored over the coming months to see if this is on target, but the social media acknowledgements are favourable and a few larger bookings have been received in the otherwise quiet parts of the year.
3. Massey Online Management have been engaged to conduct the marketing review and hopefully this will further enhance the Caravan Park income.
4. Caravan Park Capital Works included in 18/19 :-
 - Northern Amenities Upgrade cost \$250K to be funded with a \$150K loan.
 - Office Renovations \$10K
 - Managers Residence Upgrade \$3K for new benchtops, drawer runners and handles in kitchen
 - Camp Kitchen Upgrade \$40K
 - Park Entrance Upgrade \$5K
 - Laundry – Electrics Upgrade \$20K
 - Powerheads / HSW / Air conditioner replacement \$10K (to fund old unit replacements).
5. Progress allocations for town projects in 18/19 include :-
 - \$10,000 General allocation (approx \$2K of this is allocated to finishing off the lighting for the town entrance signs)
 - \$10,000 Swimming Centre allocation – to be paid to Council for 18/19 commitment.
 - \$8,000 Day at the Burgh (which is \$5K Progress contribution and \$3K AGL grant contribution)



- \$9,000 Scenic Frame (similar to Council frames installed at Pt Vincent, Pt Turton and Marion Bay. Discussed last year but needs a driver for the project if this is to proceed).
- \$3,000 Flora Park entrance / notice board (needs a driver for this project)
- \$20,000 (1/3rd contribution towards a Strategic Plan for the community). To be used if successful with an Open Space Grant and Council contribution of \$20K each. Total project cost approx. \$60K. Edithburgh Progress contribution to be funded from Future Community Projects Fund account.
- Note : \$7,886 is available as surplus funds from the Playground fundraising many years ago that may be able to be allocated to one of the projects being considered from the “ideas flyer”?

Annual Leave

I advise that I will be away on Annual Leave from Friday, 28th September until Sunday 7th October. Due to this timing, my report for the next agenda will also be forwarded on the Monday/Tuesday prior to the meeting. Payment of accounts will not be affected.

For your information.

Volunteer Time

Activities that I have volunteered my time for during the last month as they are not covered in my current contract:-

Meeting with G Weekley re Progress activities	1.5 hours
Tree planting catering / attendance etc / Catch up with Park Managers afterwards	5 hours
Park Management Induction on 20/8/18 with Jo & Phill Medson (with majority of day to day training conducted by Lisa and Ken Taylor).	5 hours
Phone calls with John Braund re Grant opportunities for Tennis Club	0.5 hours
Advertising packages with Travel Auctions / YP Country Times Father's Day special (advertising coordination has now been handed over to Park Managers)	1.25 hours
CPWP Agenda and Report (next month to be completed by Park Managers)	1 hour
Correspondence to ASL enquiries (to be handed over shortly)	1 hour
TOTAL Time Volunteered	15.25 Hours

ITEM #: 7.3 TOURISM WORKING GROUP REPORT

(Next Meeting date – 1st Tuesday/mth at 6.45pm – ie. 2/10/18.

Cooee next meeting date last Monday 24/9/18 –at 10am).

L Tilbrook requested a change of meeting date to the first Tuesday of the month for the Tourism Working Group Party.



The Tourism Working Party will consist of: Lesley Tilbrook, Patricia Bartram, Garry Weekley and Darryl Lewis. The first meeting will be held on 2/10/18 at 6.45pm and will centre on the responses received from the Ideas Flyer.
Action: D Sweeney to advise J & B Braund of the requirement for use of the Institute for those meetings going forward.

Item #: 7.3.1 Cooe.

Nil.

Item #: 7.3.2 Edithburgh Markets.

Patricia Bartram reported that the markets were going well and that there would be a few more stalls for the upcoming market on 9 September. The following market will be held on 30 September (Sunday of the Long Weekend) and therefore, no market will be held in October.

ITEM #: 7.4 A DAY AT THE 'BURGH.

G Weekley reported all was on track for the November Day at the Burgh. The next meeting is scheduled for 19/9/18 at 3.30pm at the Location Café.

ITEM #: 7.5 INSTITUTE REPORT.

(K Dawes provided a report prior to the meeting).

- AGM held 15/9/18.
- 2018-2019 committee – Chairman John Braund, Vice Chair Keryn Dawes, Secretary/PO Beth Braund, Treasurer John Braund, Councillor Darren Braund, EPA rep Keryn Dawes.
- Committee: Neil Haddow, Lisa Hendry, Mick Crannaford, Kath Haddow (proxy), Rodger Griffiths.
- Bookings: John and Beth Braund, Edithburgh PO, Keryn.
- John Braund presented his 35th President's Report:
 - Business: 1. Solar information re use.
 - Micro system to be housed on stage for easier access. Disappointed not used for EPA AGM.
 - Generous donation from Bakehouse towards picture hanging rails.
 - Picture hanging rails now installed, \$2600.
 - Website up and running – Edithburgh.org/attractions/facilities.
 - Wall repairs attention.
 - Grant application.
 - Day at the Burgh involvement.
- Next meeting 17/10/18. 7.30pm.

ITEM #: 7.6 EDITHBURGH MUSEUM COMMITTEE REPORT.

(Next Meeting date –Tuesday 18/9/18).

- Meeting held 21/8/18.
- Jetty Beacon write up in History SA Newsletter.
- Hospital Exhibit – waiting for bottom part of exhibit to be fully enclosed. Donated shelving available to Museum.
- Back fence – suggest spray paint on inside, same colour as shed.
- Donations received – 2 football jumpers from Edithburgh Club colts.
- More brochures to be printed of Museum for placement at Kadina's National Trust Museum.



- Buick – chassis sandblasted by Wallace Jolly of Minlaton. Been undercoated and now putting on top coat of paint.
- Jetty truck restoration. Cost prohibitive to restore.

ITEM #: 7.7 COUNCILLOR'S REPORT.

Nil.

8. GENERAL BUSINESS

Workshop Meeting. G Weekley noted that the AGM and subsequent correspondence from the community had highlighted the need to address many raised issues going forward. A workshop meeting was agreed to on 19 October at 9.30am at the Institute for 3-4 hours. Agenda points for this meeting to be forwarded to D Sweeney. **Action: All.**

#15 (4/9/18)

Moved: Gary Weekley

Seconded: Peter Bartram

That Progress hold a Workshop meeting on 19 October from 9.30am at the Institute.

CARRIED

P Bartram requested that, considering the amount of paperwork necessary to be printed for monthly meetings, that a ream of paper and ink be supplied by Progress to Members when required. These are to be obtained from the Edithburgh Post Office.

P Bartram also noted that the signposting driving toward Yorke Peninsula coming out of Port Wakefield did not list Edithburgh as one of the destination towns.

Annual Dinner. It was agreed to hold the Edithburgh Progress Association Annual Dinner on 19 October 2018 at 6.30pm for 7.00pm. J Edwards to advise D Sweeney of the availability of the Edithburgh Hotel on that evening.

Vacswim. K Dawes reported that there will be a change to the Coordinator for VACSWIM 2019.

Pack for new members. K Dawes advised that in years past, all new members received an information pack – Constitution, Member contact list, copies of the Caravan Park Managers' contract, etc. **Action: D Sweeney to contact J Forbes to discuss.**

Replies to Progress Correspondence. J Edwards advised that all Progress correspondence would be dealt with at the next designated Progress meeting and any reply required would be forwarded after that discussion.

Entrance to Caravan Park. CPWP discussed at their recent meeting and are looking to change the colour of the entrance and use the concepts provided by D Lewis previously, plus plant a few climbers to climb the pillars.

Tree planting on boundary at Caravan Park. One hole remained empty due to limestone.

The light pole in the SE corner of the Park has been referred to Council who have made an inspection. Progress was informed that it can be replaced with a light on a pole and does not require an actual stobie pole.

Darren Bland – visitor. D Bland asked the Chair if he could address the meeting. He wished to thank Progress for their continued support of the Edithburgh Post Office. He also explained his reasons for nominating to become a Progress Member at the recent AGM to allay any misconceptions about why



he had nominated. He advised that his nomination was separate to K Godfrey and the Post Office. He reiterated that even though he was not successful in becoming a Member, he was part of the community and would donate as much of his time as was needed to help support the community.

MEETING CLOSED

9.01PM

John Edwards, Chairperson.

DATE OF NEXT MEETING – AGM – 9 OCTOBER 2018.

