

PRESENT:
Subject to
Confirmation

John Edwards (Chairperson), Peter Bartram, Lesley Tilbrook, Keryn Dawes, Patricia Bartram, Mag White, Garry Weekley, Jo and Phill Medson (Caravan Park Managers), Joanne Forbes (YP Financial Services), Diana Sweeney (Minute Taker).

MEETING OPENED

7.31pm

1. WELCOME

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

J Edwards stated that the difference between a good job and a bad job is effort. He congratulated Jo and Phill Medson on their achievements at the Edithburgh Caravan Park in such a short period of time.

2. APOLOGIES

S Eccles, D Lewis.

D Lewis' request for a leave of absence for 3 months was granted.

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 9 OCTOBER 2018

#19 (13/11/18)

Moved: Peter Bartram

Seconded: Keryn Dawes

That the minutes of the Edithburgh Progress Association meeting, held on 9 October, 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 Noticeboard at Post Office.

Quote being sourced. **Action: G Weekley.**

6.1.2 Addition of Agenda Point. As discussed at the Workshop meeting on 19 October, 2018, it was agreed that the following point be added to the Progress Meeting Agenda going forward:

Welcome members of the gallery. Your presence at this meeting is as an observer only. If there are any issues that you would like brought to Progress'



CARRIED

CARRIED



- **Edithburgh Community Grants.** 4 applications have been received for the annual Edithburgh Community Grants. Close date for applications is 23/11/18.

7. REPORTS

ITEM #: 7.1 CARAVAN PARK WORKING PARTY REPORT

Meeting held 30/10/18.

CPWP report circulated prior to meeting.

One recommendation was tabled for consideration.

The boat and fish cleaning facilities were discussed. It was agreed that for **non-park patrons**, a fee of \$7.00 would be charged for boat cleaning (previously \$5.00) and an extra \$3.00 would be charged for use of the fish cleaning table to cover the cost of water and rubbish removal at the Park.

Action: Park Managers to erect a sign to notify users.

#22 (13/11/18)

Moved: Peter Bartram

Seconded: Keryn Dawes

That for non-Park patrons, a fee of \$7.00 would be charged for boat cleaning (previously \$5.00) and an extra \$3.00 would be charged for use of the fish cleaning table at the Edithburgh Caravan Park.

CARRIED

Park Managers' Report.

Caravan Park Managers' report circulated prior to meeting.

It was agreed to add Caravan Park Managers' Report as a sub point on the Agenda going forward. **Action: D Sweeney.**

J Medson reported that Angela Smallacombe from the ABC would be visiting the Park and would like to speak to a few people regarding the history of Edithburgh during her stay. J Medson to ask residents if they are happy for Angela to speak to them.

J Medson also reported that there have been numerous issues with Christmas bookings, with patrons confirming their bookings but the booking not being on the system, others where their stay has been shortened and some sites removed. She also reported that an Easter group of 20 who had been visiting Edithburgh for years would not be returning as their booking was not as a group last Easter and they were split up around the Park.

J Medson is following up all bookings with confirmation letters and has requested payment prior to arrival for Christmas holidays.

ITEM #: 7.2 PROGRESS FINANCIAL REPORT.

Report circulated prior to meeting.

1.1 Financial Reports from MYOB

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.



1.2. Budget Review

I have enclosed the October Budget Review which includes the summary sheet on Page 1 and breakdown of allocations on the pages thereafter.

July to October is 33% of the financial year. Income and Operating expenditure is totally 31% and 30% respectively, which is a great outcome for this point of the year.

Depending on projects from the Town Working Party Committee and decisions made by Progress at the meeting, that will determine if any changes are required to be made to the 18/19 budget and future year allocations (*see 7.3 below*).

1.3 Volunteered Time

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

Phone calls and review of Grant opportunities for Edithburgh Tennis Club	0.5 hours
CPWP Agenda and Report	0.5 hours
Correspondence to ASL enquiries	0.5 hours
TOTAL Time Volunteered	1.5 Hours

ITEM #: 7.3 TOWN PLANNING AND DEVELOPMENT WORKING PARTY

(Next Meeting date – 1st Tuesday/mth at 6.45pm – 4/12/18.

Cooee next meeting date last Monday 26/11/18 –at 10am).

Report circulated prior to meeting.

4 recommendations were put forward by the Town Planning and Development Working Party.

#23 (13/11/18)

Moved: Lesley Tilbrook

Seconded: Patricia Bartram

That Progress approve the following from the Town Planning and Development Working Party.

- 1. We would like to change the name of our working party to Town Improvements Working Party (to incorporate Tidy Towns).**
- 2. Trees in Streets Project – if budget allows we would like to recommend that we go ahead with purchasing 12 trees carefully selected and 12 half wine barrels, 6m cloth, we would need to work out how to get them delivered from Adelaide and John has sourced succulents at no cost to plant in base of trees. A working bee would be needed when we know timeframe and cost will be approximately \$3600).**
- 3. Photo frame for Edithburgh, we realised this was in the budget and this is a Council initiative as we have noticed the one at Marion Bay has Council logo on it. Do they contribute and organise it, who makes them, etc.**
- 4. Cooee advert – can we explain in the Cooee that some of the ideas put forward on the ideas flyer are items any community member can act upon, it is not something that needs to be**



directed to Progress – eg. Too many vehicles accessing the beach at Sultana Point – this needs to be reported by a CSR as soon as it is noticed and photos or registration numbers taken so that there is evidence and a better description of where, etc.

CARRIED

Points regarding the above recommendations:

Recommendation 2. Various tree suggestions were distributed to Progress members for consideration for planting in the wine barrels. Council approval will need to be sought for placing the barrels in the desired location. Email admin@yorke.sa.gov.au for the attention of S Goldsworthy when all elements have been sourced.

Recommendation 3. D Sweeney has contacted Council regarding the logistics of the Scenic Frame. Awaiting reply.

Budget for Works. J Forbes advised that the costs for the Scenic Frame and Flora Park entrance sign were already allocated in the 18-19 budget.

She also advised that there is a \$10K annual budget for town improvement projects. Therefore, the Town Improvements Working Party needed to prioritise their projects over the next 5 years to incorporate into the Long Term Financial Plan going forward. **Action: Town Improvements Working Party.**

J Forbes then asked Progress to consider adopting the Long Term Financial Plan as presented in her Finance Report, with the addition of an allocation of \$5,000 for the 150 year Edithburgh town celebrations and \$20,000 for the Jetty Truck split over the 2020/21 and 2021/22.

#24 (13/11/18)

Moved: Peter Bartram

Seconded: Garry Weekley

That Progress adopt the Long Term Financial Plan as presented with the addition of an allocation of \$5,000 in 2019/20 for the 150 year Edithburgh town celebrations and \$20,000 for the Jetty Truck split over 2020/21 and 2021/22.

CARRIED

Patricia Bartram reported that people were excited by the upcoming swimming carnival.

Item #: 7.3.1 Cooee.

J Edwards requested the Self Drive map which was originally a project completed by Phil Gray be re-printed as there were none left for tourists and it had proven a very popular map for seeing the sights of Southern Yorke Peninsula.

It was agreed to do so with some additions and deletions (eg. Watsacowie Brewing, the Caravan Park website, the Edithburgh Progress website and increase the size of the logo when reprinting). **Action: J Edwards to contact P Gray and advise.**



Item #: 7.3.2 Edithburgh Markets.

Patricia Bartram reported that the last market on 10/11/18 was successful.

ITEM #: 7.4 A DAY AT THE 'BURGH.

G Weekley reported that the final preparations were underway for the Day at the Burgh on 18 November 2018. At the last meeting before the event, allocation of duties for set up teams were made and the weather was looking fantastic. It promises to be a great event again this year.

He advised that he and J Weekley had been to look at the shed space at the Caravan Park for use for storing Day at the Burgh equipment. He advised that the more expensive equipment would be stored there after the event under lock and key and as further clean outs were completed by P Medson, that a progressive transfer of more equipment to the shed would occur. Thank you Phill.

ITEM #: 7.5 INSTITUTE REPORT.

(Next Meeting 3rd Tuesday of each month)

- Ready for Day at the Burgh. The MyPro will have new chargeable batteries ready for Friday.
- New tables for the markets and the Institute had been delivered.
- Still awaiting news of grant for salt damp repair.
- Cooee – still in consultation with K Gray re: moving photocopier out of Doctor's room.

ITEM #: 7.6 EDITHBURGH MUSEUM COMMITTEE REPORT.

(Next Meeting date –Tuesday 20/11/18).

- Lease has been renewed by Council.
- Karin Parker held fundraiser on 10/11/18, with part proceeds going to Museum. Thank you Karin.
- Fire truck still creating a great deal of interest.
- Chassis on Buick in shed. Grant from AGL for new tyres.
- Connie Bramley donated \$100 to purchase glass cabinet to display wedding dress.

ITEM #: 7.7 COUNCILLOR'S REPORT.

Council to appoint a new Council Representative for Progress meetings after the recent successful election of Cr Braund to the position of Mayor of Yorke Peninsula Council. Congratulations Darren and thank you for your service to the Edithburgh Progress Association.

8. GENERAL BUSINESS

Performance Reviews. J Forbes advised that a Performance Review for the Caravan Park Managers is required. It was then discussed that the Finance Office and Administration Officer should also have Performance Reviews.

It was agreed that the following two Progress members conduct the three reviews: G Weekley and Peter Bartram. The Administration Officer and Finance Officer would also be present at the Caravan Park Managers' Review.



In addition to G Weekley and Peter Bartram, present at the Finance Officer's review would be D Sweeney.

In addition to G Weekley and Peter Bartram, present at the Administration Officer's review would be J Forbes.

The time and date for the three reviews will be 10am 7 February 2019 at the Caravan Park.

Action: G Weekley, Peter Bartram, D Sweeney, J Forbes, P and J Medson.

Addition to Responsibilities of Committee.

J Forbes also requested Progress' consideration of an addition to the Responsibilities of Committee (Page 2 Minutes Workshop meeting 19 October 2018).

Addition to be considered:

- Be supportive of employees and contracted personnel.

Agreed.

Caravan Working Party November Meeting. J Medson advised she will be an apology for the next Caravan Park Working Party meeting. It was agreed to do a walk through with the committee only due to the absence of J Medson.

Souvenir badges had been made as many tourists have travel blankets to stitch the badges onto. These will be available in the Caravan Park and the Post Office as it was Karen who suggested the idea. **Action: J Medson to distribute 20 badges to Karen and sell at a price of \$8.00.**

MOM Review. MOM is conducting a three month review. J Medson to feed through any posts that need to be added to the Caravan Park Facebook page during that time. D Sweeney advised she had temporarily handed over Administration of the page to MOM.

Peter Bartram reported the following:

- **Candle Pines.** Permission from Council was being sought to plant candle pines on the north fence of the Caravan Park.
- **Wikicamps.** Phone number and further information added.
- **Bowls Club.** Edithburgh Police will be conducting a safety audit at the Bowls Club.

K Dawes reported the following:

- Honiton sign has blown over.
- Pontoon to go in for VacSwim – VacSwim dates – 7 to 12 January 2019.
- Planter box sign to be installed at end of November.

K Dawes noted that M Wilkin (elected member at the August 2018 AGM) has been absent for the past three scheduled Progress meetings (October 2018, November 2018 and Formal Workshop Meeting October 2018), without an apology. No response has been received by the Administration Officer or Finance Officer to any correspondence sent after September 2018. It was agreed to write a formal letter advising the Constitutional membership duties and request a response. **Action: D Sweeney**

G Weekley advised that a committee would need to be formed in the new year for Tidy Towns. **Action: G Weekley.**

Constitution. The Constitution committee had their first meeting, along with Peter Stockings. Due to K Dawes' apology for the meeting, G Weekley to advise him of meeting outcomes.



J Edwards advised the following:

- P Godwin from Edithburgh BP has been advised to put ink charges onto the Progress Account.
- International tourism - with South Australia leading the way – is up 7% on 2017 – and worth \$2.2 billion to the Australian economy.
- P Medson advised he has a water container for the back of the ute.
- Remembrance Day – Progress has never been involved but J Edwards would like Progress to consider being part of the day by placing a wreath at the Memorial as is done on ANZAC Day.

#26 (13/11/18)

Moved: Peter Bartram

Seconded: Lesley Tilbrook

That Progress purchase and lay a wreath on Remembrance Day in future years.

CARRIED

- Lolly bags for Father Christmas will be purchased from the Edithburgh Deli & Newsagency. Father Christmas will once again be at the Caravan Park on Christmas Eve, along with Mrs Clause on the back of the Fire Truck.
- After visiting the Blue Lime Café at Stansbury, patrons advised that they had travelled from Edithburgh as there was nowhere other than the two hotels to have lunch (Tuesday 13/11/18).
- 2018 Council election – Mayoral voting was 52.9% of those eligible, with Kalkabury ward 48.7%, Gum Flat ward 67.5%, Innes/Penton Vale Ward 53.4%.

MEETING CLOSED

9.29PM.

John Edwards, Chairperson.

DATE OF NEXT MEETING – 11 December 2018.

