



Minutes of meeting  
Held in the Edithburgh Institute  
on 5 February 2019

**PRESENT:**  
**Subject to  
Confirmation**

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

**MEETING OPENED**

**7.35pm**

**1. WELCOME**

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

**2. APOLOGIES**

D Lewis (leave of absence), M White, Patricia Bartram.

M Wilkin apologised and advised that his absence from meetings during the latter part of 2018 was due to health problems.

**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**

Two notations were raised by J Forbes in regards to Motion #28 and Motion #30 in the 11 December 2018 Minutes.

**Motion #28. Kayak purchase.** J Forbes advised that the Caravan Working Party Committee had made a decision not to purchase the kayaks at their meeting last week and requested this motion be rescinded.

**Motion #30. Edithburgh Community Grants.** J Forbes advised that the Administration Officer and Finance Officer had no authority to allocate any Progress monies and that only Progress Members could do so and requested this motion to be rescinded.

**#31 (5/2/19)**

**Moved: Keryn Dawes**

**Seconded: Peter Bartram**

**That Motion #28 (purchase of kayaks from Blue Lime Cafe) in the Edithburgh Progress Association Minutes from the meeting held on 11 December 2018 be rescinded.**

**CARRIED**



#32 (5/2/19)

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

**That Motion #30 (Edithburgh Community Grants) in the Edithburgh Progress Association Minutes from the meeting held on 11 December 2018 be rescinded.**

**CARRIED****CONFIRMATION OF MINUTES OF MEETING HELD 11 DECEMBER 2018**

#33 (5/2/19)

**Moved: Peter Bartram****Seconded: Keryn Dawes**

**That the minutes of the Edithburgh Progress Association meeting (with the above 2 motions rescinded) held on 11 December 2018, as circulated, be taken as read and confirmed as a true record.**

**CARRIED****6. MATTERS ARISING****ITEM #: 6.1 MATTERS ARISING.**

Nil.

**ITEM #: 6.2 REVIEW OF ACTION LIST.**

- **150 Year Celebration – 2019.** 5 volunteers have now registered their interest in helping organise the celebration. Details forwarded to K Dawes.
- **#4. Flora Park Memorial for Fred Peters.** Jo Forbes has been in contact with Mrs Peters and has the wording and costings for the plaque. Mrs Peters has decided on a memorial bench. T Braund has selected a location.
- **#5 – Croquet Club – 10<sup>th</sup> anniversary July 2019.** Signage in production.
- **#6. Flora Park.** T Braund has signage.
- **#7 - Large Rock Mural.** T Howarth to be recognised for work done.
- **#8 – Noticeboard at Post Office.** No quote has yet been received from A Searle. M Wilkin has done a ballpark quote of approximately \$500 for the noticeboard. Job to be completed by the end of June 2019.
- **#9 – Defibrillator at Sultana Point.** D Sweeney distributed A4 laminated posters for allocation around Edithburgh and Sultana Point. Leaflets to be dropped into all mailboxes w/c 18/2/19.

G Weekley to organise directional signage plan to submit to Council pointing to location of Defibrillator, and if approved, organise production of such signage.

- **#10 - Edithburgh Community Grants.** *Peter Bartram and Keryn Dawes were asked to leave the meeting during the discussion of the Community Grant allocations due to conflict of interest.*

Progress Members discussed each nomination and a decision was made to distribute the monies as below:



- Edithburgh Institute - \$780.
- Edithburgh Museum - \$1,700.
- Edithburgh RSL & Bowls Club – \$2,500.

#34 (5/2/19)

**Moved: Garry Weekley                      Seconded: Lesley Tilbrook**  
**That the Edithburgh Community Grant monies be distributed to the**  
**following: Edithburgh Institute (\$780), Edithburgh Museum (\$1,700)**  
**and Edithburgh RSL and Bowls Club (\$2,500).**

**CARRIED**

## 7. REPORTS

### ITEM #: 7.1 CARAVAN PARK WORKING PARTY REPORT

*Meeting held 29/1/19.*

*CPWP report circulated prior to meeting.*

**Four recommendations were tabled for consideration.**

#### Recommendation #1.

1. That ASL patrons be advised that the boom gate codes will be deactivated when they leave the park and that all future stays will require them to contact the Park Managers for reactivation. This will assist in keeping track of patrons in the park as currently a lot of ASL patrons do not check in.

#35 (5/2/19)

**Moved: Keryn Dawes                      Seconded: Garry Weekley**  
**That Recommendation #1 as detailed above be accepted.**

**CARRIED**

#### Recommendation #2.

2. That ASL agreements be updated in 2019/20 to 75 free days, rather than 75 free nights.

#36 (5/2/19)

**Moved: Garry Weekley                      Seconded: Peter Bartram**  
**That Recommendation #2 as detailed above be accepted.**

**CARRIED**

#### Recommendation #3.

3. That a Late Payment Fee of \$150 be implemented for ASL and Residential Agreements that have not paid their fees by the due date and this becomes effective from fees due by 1 April quarter unless a previous payment plan has been entered into.

#37 (5/2/19)

**Moved: Garry Weekley                      Seconded: Keryn Dawes**  
**That Recommendation #3 as detailed above be accepted.**

**CARRIED**

#### Recommendation #4.

4. That Progress engages a qualified Electrician and Plumber to conduct internal inspections of caravans and annexes for all ASL and Residential patrons to ensure that they are compliant with safety standards.





*Report circulated prior to meeting.*

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

## December Budget Review

Edinburgh Community Grants

A summary of Community Grants that have been awarded since inception was presented to assist Progress with their decision on the 18/19 allocation of Edithburgh Community Grants :-

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

|                                      |                 |
|--------------------------------------|-----------------|
| CPWP Agenda and Report               | 0.5 hour        |
| Phone call & emails to ASL enquiries | 1.5 hour        |
| <b>TOTAL Time Volunteered</b>        | <b>1.5 Hour</b> |

J Forbes also advised that a meeting is to be held on Thursday 7/2/19 at 9am at the Caravan Park with Wool Bay Plumbing to discuss issues to consider for the new Northern Amenities construction. All interested parties are welcome to attend to offer their knowledge and also learn more about the infrastructure in the park.

**Moved:** Keryn Dawes                      **Seconded:** Peter Bartram  
**That the December Budget Review, as presented, be accepted.**  
CARRIED

***(Next Meeting date – 12/2/19).***

**(Cooee next meeting date last Monday 25/2/19 –at 10am).**

Due to the February Progress meeting being brought forward to 5/2/19, the next meeting of the Town Improvements Working Party will be 12/2/19.



**Item #: 7.4.1 Cooee.**

It was noted that Pam Tuck's name had been removed from the editorial list for the Cooee and also noted that there had been no contribution from Coobowie. A letter is to be sent to Coobowie Progress Association requesting they appoint a Coobowie representative to make contributions to the Cooee on a monthly basis.

A letter of thanks is also to be sent to the Edithburgh representatives who do so much work each month to get the Cooee published.

#41 (5/2/19)

**Moved: Keryn Dawes****Seconded: Peter Bartram**

**That a letter be sent to Coobowie Progress Association requesting they appoint a Coobowie representative to make contributions to the Cooee on a monthly basis and also a letter of thanks sent to the Edithburgh Cooee representatives thanking them for their hard work.**

**CARRIED****Item #: 7.4.2 Edithburgh Markets.**

Peter Bartram gave a verbal report on the markets and advised all was going well, except for an issue that arose at the last market.

At the market on Australia Day, one stallholder had five tables of fishing gear, which was in conflict with a couple of the town's businesses. This stallholder approached the market committee to be included in the upcoming February market and was denied.

It was agreed to seek advice from Stansbury Progress regarding screening of stallholders to ensure that they are not in conflict with the town's local businesses and to discuss and formulate guidelines for all stallholders wishing to participate in the Edithburgh Markets going forward.

#42 (5/2/19)

**Moved: Peter Bartram****Seconded: Keryn Dawes**

**That the market committee seek advice from Stansbury Progress regarding screening of stallholders to ensure that they are not in conflict with the town's local businesses and to discuss and formulate guidelines for all stallholders wishing to participate in the Edithburgh Markets going forward.**

**CARRIED****ITEM #: 7.5 A DAY AT THE 'BURGH.**

G Weekley advised a meeting was held with the Day at the Burgh committee in which it was decided to provide the local businesses with a feedback form from the previous events to allow the committee to better involve the local businesses in future events. He will personally deliver these feedback forms to the businesses.

J Forbes sent a financial report for the Day at the Burgh 2018 to R Griffiths and G Weekley as requested.

G Weekley thanked P Medson for cleaning out the garage at the Park so now all of the event equipment is located in one place.



G Weekley also suggested that for future events, someone is paid to pack up the event on the final day and that a donation be made to the Edithburgh Institute for use of their Mypro announcement system.

It was agreed to make a donation to both SA Ambulance and CFS of \$150 to both for their participation on the day.

#43 (5/2/19)

**Moved: Garry Weekley                      Seconded: Keryn Dawes**  
**That Edithburgh Progress Association make a donation of \$150 to both SA Ambulance and CFS for their participation in the Day at the Burgh event held on 18 November 2018.**

**CARRIED**

**ITEM #: 7.6 INSTITUTE REPORT.**

***(Next Meeting 19/2/19)***

- A cabaret night with Michael Griffiths is set down for end of April or beginning of May. It will be fund raiser for the Institute.

**ITEM #: 7.7 EDITHBURGH MUSEUM COMMITTEE REPORT.**

***(Next Meeting date –Tuesday 19/2/19).***

- A submerged exhibition will be on display for 8 weeks.
- 1927 Buick restoration is proceeding well.
- Rick Mullers is the new head of SA Maritime Heritage and he is endeavouring to remove items from their new store at Netley and, as a result, 8 or 10 pieces of the Clan Ranald are coming back to Edithburgh.
- The summer period has seen lots of visitors (new and return) to the Museum.

**ITEM #: 7.8 COUNCILLOR'S REPORT.**

Nil.

**ITEM #: 7.9 150 YEAR CELEBRATIONS.**

K Dawes and J Edwards to schedule a meeting date to make a start on organising the event.

**ITEM #: 7.10 – CONSTITUTION COMMITTEE.**

Constitution committee to nominate next meeting date.

**Steve Eccles Resignation.** J Forbes advised that Progress members should contact Steve, as the reasons for his resignation were of concern. It was also agreed to send a letter of thanks to Steve for his service and to enquire as to his intentions with the Visitor Information Centre at the Edithburgh BP which he has continued to manage.

**Election of a new Vice Chairperson.**

As a consequence of the resignation of S Eccles, a new Vice Chairperson needed to be elected.

Lesley Tilbrook was nominated to take up the vacated position of Vice Chairperson. She accepted the nomination and was elected unopposed.



- #44 (5/2/19)**                      **Moved: Keryn Dawes**                      **Seconded: Peter Bartram**  
**That Lesley Tilbrook be elected as the Vice Chairperson of the Edithburgh Progress Association, following the resignation of Steve Eccles.**
- CARRIED**

**Bank Signatories.** Due to the resignation of Steve Eccles in the position of Vice Chairperson, bank signatories would need to be re-allocated.

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

- #45 (5/2/19)**                      **Moved: Keryn Dawes**                      **Seconded: Mark Wilkin**  
**That Progress appoint Chair (John Edwards) and Vice Chair (Lesley Tilbrook) and Committee Members, Peter Bartram and Garry Weekley, as authorised signatories on the Edithburgh Progress Association accounts.**
- CARRIED**

## **9 GENERAL BUSINESS**

**ParkRun Signage.** It was agreed to send Edithburgh ParkRun a letter of support from Progress to help them with any grant applications they would be seeking to help fund their proposed new signage.

- #47 (4/9/18)**                      **Moved: Keryn Dawes**                      **Seconded: Peter Bartram**  
**That Progress send Edithburgh ParkRun a letter of support to help them with any grant applications they would be seeking for their proposed new signage.**
- CARRIED**

**Tidy Towns.** G Weekley advised that he would table a progress report at the March 2019 Progress meeting.

**Ink and Paper Usage.** G Weekley put forward a proposal to purchase each Progress Committee Member a small tablet to help stop paper and ink wastage. This was discussed and security and confidentiality were a concern, together with the ongoing responsibility of ensuring updates etc were occurring. Whose responsibility would this be allocated to?

**ECP Souvenir items.** Jo Medson provided samples of the new Park bags, hats, beanies and badges which are now on sale at the Park. Guests are also provided with a welcome bag which contains a pen, Tim Tams and a postcard.

Female visors and a stubbie holder were still to arrive.

M Wilkin and Peter Bartram both could provide underwater and aerial footage of Edithburgh to be displayed in the reception area of the Park as the Powerpoint presentation.

**Pontoon.** The pontoon has been removed from the water. It was agreed to contact MJ Welding to replace the current ladders on the pontoons. **Action: K Dawes and P Bartram.**





**Leakage of Tidal Pool** is still a major concern, as half an hour after high tide, the pool level drops dramatically. To be discussed at the next Tidal Pool meeting.

**Access Advisory Committee.** J Edwards reported that there was still \$12K in the Access Advisory Budget to be spent. It was also discussed that Progress could apply for a grant for an access ramp in front of the Flagpole.

**VACSWIM.** Was successful again over the Christmas/New Year school holidays, but no equipment was sourced from Pt Vincent. However, Stansbury helped provide equipment this year. There is a need for around \$500 to purchase new equipment for the 2020 Edithburgh VACSWIM program. **Action: K Dawes**

**Boat Ramp.** Correspondence had been tabled to Council from Phil Geytenbeek regarding the silting up of the Edithburgh Boat Ramp and inaccessibility of rescue vehicles at low tide.

**Edithburgh Primary School.** K Dawes reported that the cost of the school is now has dramatically dropped and it would be great for Progress to take ownership of this. J Forbes suggested that Progress members needed to decide what they would like to do with the building / grounds to ensure an informed decision could be made.

**Edithburgh Swimming Carnival.** A date for a debrief with all organisers of the Swimming Carnival which was held on 20 January 2019 will be advised.

**Trees for Caravan Park.** Peter Bartram suggested that an alternative to eucalypts could be sheoaks which are slow growing. It was also noted that the NZ Christmas tree at the Eastern end of the Park has mistletoe on it.

**Playground at Point Turton.** P Bartram had recently been to Point Turton and advised that the new Nature Space Playground which had been built there was well worth a look.

**Half Wine Barrels.** Wayne Haylock at Yorketown has the barrels at \$100 each. This was referred to the Town Development Committee for consideration.

**Edithburgh Fishing Club Competition.** The Edithburgh Fishing Club are once again holding a snapper competition. It was agreed that Progress would, as in previous years, fund the trophies for the event.

#48 (4/9/18)

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

**That Edithburgh Progress Association would fund the trophies for the Edithburgh Fishing Club Snapper Competition at approx. \$100 per prize.**

**CARRIED**

**Date to be noted:** 2030 is the 100 year anniversary of the Edithburgh Tidal Pool.

**MEETING CLOSED**

10.34PM

**John Edwards, Chairperson.**

**DATE OF NEXT MEETING – 12 MARCH 2019.**

