

PRESENT:
Subject to
Confirmation
MEETING OPENED

Lesley Tilbrook (Chairperson), Peter Bartram (Vice Chairperson), Kara Johnson, Keryn Dawes, Jennifer Robyn, Mick O'Connell, Stan Szczypiorski, Garry Weekley, Jen Dinham (Minute Taker)

7.35pm

1. WELCOME

Chairperson, Lesley Tilbrook, welcomed all to the meeting and thanked them for their attendance.

2. APOLOGIES

Cr Adam Meyer, Pat Bartram and Joanne Forbes (Finance Officer)

3. VISITORS

Kate Martin and Linda McCabe were present to discuss Bushfire Recovery Grants. There are many grants available from both Govt and non Govt resources and even though people may have originally been assessed as not being eligible, the guidelines of the grants have changed so people may now be eligible. Some of the funding being provided is for CFS Training and upgrading equipment, under stars concerts, recording of history inc photos, community grants, business support, humanitarian aid inc bereavement support and many others. Kate is a project officer for Bushfire Recovery and can assist in many ways and Linda is with the Red Cross. There is a Memorial Plaque to be erected at the Old Honiton site and will be opened by the Governor and an afternoon tea on 26th Sept

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.

To be discussed at the end of the meeting

6. CONFIRMATION OF MINUTES

CONFIRMATION OF MINUTES OF MEETING HELD

#85 (14/07/2020)

Moved: Peter Bartram

Seconded: K.Dawes

That the minutes of the Edithburgh Progress Association meeting held on 9th June 2020, as circulated, be taken as read and confirmed as a true record.

CARRIED

7. MATTERS ARISING

ITEM 6.1 MATTERS ARISING

Letter sent to council about Town Improvements, vermin issue and upkeep of property response has been distributed to members

Playground Toilets have been opened and cleaning has resumed



Caravan Park Manager job has been advertised and 24 requests for Job Descriptions have been received and several applications

EPA Laptop – wait till Ford McCarthy start and see if Belinda needs to use it

Thank you present for Phil and Jo Medson – a gift basket was purchased and dinner with Stan and Garry, Progress paid for Phil and Jo

ITEM #: 6.2 REVIEW OF ACTION LIST

8. REPORTS

ITEM #: 7.1 CARAVAN PARK WORKING PARTY REPORT

Caravan Park Working Party Report July 2020

- Protocol to cover Park 24/7.
Park Managers on duty to carry the emergency phone, even if not physically in the Park.
- Contracts for ASL's ready to post and Permanent Resident Contracts and Van Storage contracts to be completed this week. Park Liaison Officers have provided input and approved the three contracts.
- 6 Ensuite Cabins have been gutted and re-plumbing commenced.
- A self closing door to be put in the camp kitchen to prevent mice entering.
- Investigating the replacement of the mower with one with a zero turn.
- Cleaning vans – 'new' one having clutch repaired and set up then the old one will be sold.
- New hot water service installed and a new air conditioner installed in Park Unit 1.
- Annexe for Site 115 complies therefore has been approved.
- Managers making sure Intent to Sell Form is being completed prior to a van being advertised for sale. This includes a physical inspection for compliance by the Park Manager. One van was inspected and not approved for sale in its current condition, protecting the seller, the buyer and the Park.
- Stored van owners pay \$500pa storage (and to have their van brought to and from storage) and \$23 per night. Casual visitors are paying up to \$31.50 per night. We are investigating the cost of storage and have included 'the per night fee will reflect that offered to casual visitors' into the Agreement as no price had previously been mentioned.
- Jumping pillow going down and will be decommissioned until the problem has been rectified.
- Managers investigating how we are using Travel Auctions and the return to the Park. Bron found 16 claims that needed to be made to Travel Auctions for payment to the Park.

ITEM #: 7.2 CARAVAN PARK MANAGERS' REPORT

Not received

ITEM #: 7.3 PROGRESS FINANCIAL REPORT



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.

Commercial Income is \$755,745 compared to \$802,859 the previous year, the impact of COVID 19, which will need to be taken into consideration in the future when comparing financial years.

The BAS for April – June has been completed and includes the balance of Cash Boost Stimulus 1, which totalled \$30,484 for the 19/20 financial year, and the initial payment of Cash Boost Stimulus 2, which totalled \$15,242 (half of the 19/20 subsidy received), which has helped the bank balance in July 2020.

Adjustments still need to be undertaken for some Accrued payments (Powerdirect and Boat Ramp Permits) and Accrued Income (Boat Ramp Commissions), together with Depreciation calculations for Capitalised projects (eg balance of Jumping Castle / New Cleaners Van). These should be completed within the next week and then the accounts will be ready for audit.

Operating expenditure was \$927K compared to \$720K, but this includes Relief Management/Admin/Cleaners totalling \$93K, \$64K for Cabin upgrades (balance of project to be carried forward) and \$60K for Infrastructure upgrades (Tennis Courts). The balance of the Tennis courts top surface / linemarking etc to be undertaken in Aug/Sept once weather improves for courts to dry out. There is also approx. \$18K of Depreciation to journal into the figures also.

Overall, the Profit and Loss shows an overall loss of \$66,576, but this will increase once Depreciation and some accrued expenses are journalled. This was an expected outcome based on the capital projects that you have undertaken in the last quarter.

A detailed, explanatory report will be provided once the audit is complete for the AGM.

1.2 Building Better Regions Grant

I was disappointed that we were unsuccessful with this grant, as the project certainly met the criteria. I received feedback from BRRF on 18th June on our application and note the following:-

- 280 applications received which totalled \$800 Million in projects.
- Just over half of the applications were successful and \$200 Million allocated.
- We met the four criteria and were strong in three out of the four components.
- The only real feedback that I received was that we didn't include letters from local businesses supporting the project and more detail on the effect the project would have on the local economy.
- The last bit of feedback was to say that the project was not “ready to go”, but I explained that the timeframe, as explained and set out in the application, was to avoid peak periods of construction due to the seasonal occupancy of the Caravan Park. The response was “oh, yes, that would make sense”.
- Overall, we only just missed out and they encouraged us to apply again if there was a Round 5 announced. Unfortunately the Edithburgh Caravan Park needs to address the issue now,



so unfortunately Progress will have to make the decision to do the least beneficial decision for the community and environment and install soakage trenches, unless a financial solution is agreed upon with Council.

With that in mind, Progress will need to recommence discussions with YP Council on the soakage issues at Edithburgh Caravan Park and investigate loan alternatives, seek quotes for soakage trenches, obtain development approvals, discuss options of renegotiating levy repayments/Council input etc. The temporary measures that Phill Medson installed may not see the Park through for the summer peak period. **FOR DISCUSSION.**

1.3 RMS Upgrade

The night before Jo & Phill Medson left, Jo decided to upgrade the RMS system, which completely changed the look and feel of the booking system and reports. On the last day of the financial year, I was exporting the last two weeks of the financial year to complete the reconciliation as at 30th June, only to find that I had been locked out of the system. After 1.5 hours working with RMS and Mel, we reinstalled my access and able to print the reports. Not ideal to lose 1.5 hours of my end of financial year time resolving this problem!

One of the reports required for the financial reconciliation also had a glitch, which will hopefully be resolved with the next release, but RMS could not advise when the next release may occur. In the meantime, the financial reporting from RMS is a bit complicated and may cause the next financial officer some headaches in the short term. For your information.

1.4 Some considerations for Progress / CPWP Liaison Officers to review

- Update of the On Hold message at the Caravan Park as this refers to School Holiday activities / Cup Cakes on Sundays etc. Comments have been made by some patrons that the cup cakes are not delivered as per the advertisement. Maybe engage someone to do this in the short term, or get the On Hold message updated.
- Telstra account to be updated with new contacts. Also at the end of September, Telstra to be contacted to review the account and remove the “on hold” charge that Sophie locked in for (5 years). At the moment, Progress is paying Telstra for an on hold message and Ad On Group for the new message. I had advised this to Jo Medson to follow up, but I am not sure whether it was diarised anywhere. – **New Park Manager**
- Boat Ramp permits and Commission Reports. Will this be the responsibility of the new Park Managers or the Finance Officer in the future? – **New Park Manager**
- As reported above, discussions need to recommence with Council for the Soakage System upgrade. – **May already be rectified, we will wait and see**
- 2020/21 Budget – are you getting the new Finance Officer to prepare the budget or myself? Will they continue with trending the Occupancy reports also? – **Jo to prepare the Budget**
- Internal Controls review for the Finance Officer re bank signatory / RMS Login etc. What are Progress thoughts so I can organise transfer and login details? – **Jen to keep a register**
- Procedures – I have not typed up many procedures for my role, as I have never needed them. All of the documents I have produced are in the dropbox and I will show Sue where items are located.



- MYOB - I will contact Sue at Ford McCarthy to work with her to transition the MYOB file across to their serial number, otherwise, I do have a quote from MYOB to transfer to your own serial number, which will cost Progress \$109 per month, compared to the previous \$55 that you received being under my licence. Not sure if Ford McCarthy have their own serial number that they link their client files to?
- Dropbox registration – who is going to hold the main licence? What was decided at the last meeting regarding the licence you wish to hold, because I don't think I read anything in the minutes? The Dropbox needs to be paid for on a credit card (by the 20th July), but with the Park Managers and myself leaving, who do you want to hold as the Progress Credit Card holder? The Chairperson? The Administration Officer? Once decided, a motion will need to be included in the minutes to enable me to get this processed at the bank during the next few weeks. – **Can the current dropboxes be merged to one that is accessible by The Chair and the Admin Officer. Admin Officer to hold the credit card**

#86 (14/07/2020) **Moved: M.O'Connell** **Seconded: K.Dawes**
Moved that the Progress Credit Card holder be the Admin Office, Jen Dinham.
CARRIED

ITEM #: 7.4 TOWN IMPROVEMENTS WORKING PARTY

Once the AGM is over, the Town Improvement working party will begin again

Item #: 7.4.1 Cooe

Peter Gripton has resigned but will do one more edition. Jen looking for more involvement. Need to order toner for the printer

#87 (14/07/2020) **Moved: K.Dawes** **Seconded: G.Weekley**
Moved that the Cooe byline be changed to read Published by the Edithburgh Progress Association
CARRIED

Item #: 7.4.2 Edithburgh Markets

Not resuming until September

ITEM #: 7.5 A DAY AT THE 'BURGH

Celebratory day with the current venues and no street closure, no advertising as things are very unpredictable. Let the Caravan Park know to inform visitors and advertise on Facebook and webpage

ITEM #: 7.6 INSTITUTE REPORT

AGM to be held at the Institute on the 26th August at 7.30pm. Institute not being used much with COVID. Pop up shop in the front foyer during the holidays. Looking to buy single chairs.

ITEM #: 7.7 EDITHBURGH MUSEUM COMMITTEE REPORT

The AGM will be held on the 21st at 7.30 in the Supper room. Looking at opening Sat 25th with a COVID safe plan. After the talks from the Day at the Burg, there are lots of enquiries for information. All the old COOEE editions stored at the Museum



ITEM #: 7.8 COUNCILLOR'S REPORT
Not presented

Notes: 8.1.8.

9. General Business

- 10.1 Lack of Space for new water cart. Maybe rearrange the DATB shed at the caravan Park or a new shed at the Flora Reserve. **To be reviewed with more input from the Flora Park Volunteers**
- 10.2 Synergy in Information – ‘What’s Happening’ in the Cooee is sharing info with the community on the Progress Meetings. The Cooee is available online or can be seen at the Post Office for free
- 10.3 Cooee and YP Country Times – Concern at the lack of local content and need more articles. A letter was written to the YPCT re the lack of local contact and they responded positively and are willing to put in more local content but need to be made aware of it. We need to promote ourselves better by making them aware of our events. Suggest an article in the Cooee from the Council every month
- 10.4 Town Maintenance – Letter to Council asking for a copy of their mowing schedule for Edithburgh so town volunteers can take up the slack to present the town at its best. Also noting that the spoon drain on the foreshore by the Jetty has not been finished well and is a possible source of damage to boats and caravans going over it.

#88 (14/07/2020)

Moved: K.Dawes

Seconded: K.Johnson

Moved that a letter be written to Council regarding their mowing schedule and to repair the spoon drain

CARRIED

J.Dinham to write a letter to council

- 10.5 Establish a Panel for the employment of the Park Managers – Suggest a Panel Chair and 3 other members including an outside person, preferably someone with business experience and links to the town.

#89 (14/07/2020)

Moved: P.Bartram

Seconded: K.Johnson

Moved that there be a Panel for the Park Manager position. Chair - Stan Szczypiorski and members M.O’Connell, G.Weekley and C.Caudo (if she accepts).

CARRIED

- 10.6 Request to Council that any future seating in Edithburgh be replas recycled plastic seating so it will have a longer, maintenance free life

#90 (14/07/2020)

Moved: G.Weekley

Seconded: K.Dawes

Moved that a letter to Council asking for any future seating in Edithburgh is Replas recycled Plastic so they are uniform.

CARRIED

J.Dinham to write a letter to council



- 10.7 Letter to Storage 4 u to update contact details, suggest the contacts be Mick and Garry
J.Dinham to write a letter to Storage 4 U
- 10.8 Access Advisory Working Party – request for Keryn to present at the next meeting – realign the parking spot out the front of the Institute as it is hard to get up on the pavement if a car is parked in the spot
K.Dawes to present this to the Access Advisory Council
- 10.9 Letter to Council about the Sultan Point Rd and PanFry Tce corner as it is unsafe due to lack of visibility.

#91 (14/07/2020) **Moved: P.Bartram** **Seconded: M.O’Connell**
Moved that a letter to Council requesting upgrading safety for the
Corner of Sultana Point Rd and PanFry Tce

CARRIED

J.Dinham to write a letter to council

- 10.10 Elanora Closure – unfortunately, eldercare (the providers) have been running at a loss running this facility and there is no way they can continue.
- 10.11 Defibrillators – a volunteer has come forward and checking will commence every 2 months. Gary and Jen Dinham and the volunteer will meet and go through the procedure

2 confidential matters discussed and not minuted

MEETING CLOSED

10.16
By Lesley Tilbrook

DATE OF NEXT MEETING – August 11th

