



Minutes of meeting
Held in the Edithburgh Institute
On 15th March 2021

Subject to Confirmation

PRESENT: Lesley Tilbrook (Chairperson), Peter Bartram (Vice Chairperson), Kara Johnson, Keryn Dawes, Jennifer Robyn, Mick O'Connell, Peter Dixon, Kate Martin, Jen Dinham (Minute Taker)

MEETING OPENED 7.35pm

1. **WELCOME** Chairperson, Lesley Tilbrook, welcomed all to the meeting and thanked them for their attendance.
2. **APOLOGIES** Stan Szczypiorski, Liz Daniels
3. **VISITORS** Gary Dinham
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. **PUBLIC GALLERY**
6. **CONFIDENTIAL ITEMS.** NIL.
7. **CONFIRMATION OF MINUTES** **CONFIRMATION OF MINUTES OF MEETING HELD 9th Feb 2021**

#36 (15/03/2021) **Moved: P.Bartram** **Seconded: K.Dawes**
That the minutes of the Edithburgh Progress Association meeting held on 8th December 2020, as circulated, be taken as read and confirmed as a true record.

CARRIED

Gary Dinham spoke to the committee on the benefits of a Community Infrastructure Plan

Edithburgh has great assets along the foreshore – jetty, Tidal Pool, exercise equipment – and we should be looking to upgrading the community amenity space.

Suggest planning with an outside consultant with community consultation, planning allows breaking down and costing individual components that can be useful in regards to grants and funding and suggesting having it in time for the political cycle.

Is progress the right body for a Masterplan – Council ones looks at drainage, sewerage, zoning etc



Progress may need more of a Community Infrastructure plan – something that includes the foreshore and flora park, the oval and caravan park. Looking at a plan that Progress and the town, will have ownership of. \$30 - \$50k for a decent one using external consultant company.

Jen Robyn suggested 180 degree consulting – Adelaide Uni offers this for non profit organisations with 5 – 8 hours per week with different students offered in different courses.

Writing the scope is important and community consultation is a must so everyone can feel involved.

Business plan and strategic plan need updating as well but these are included in the whole planning Edithburgh currently lacks continuity and a plan such as this would allow a cohesive look and feel of the town as a whole

Gary is happy to assist with the plan and writing the scope and will put something together for the May meeting.

8. MATTERS ARISING

8.1. Next Tidal Pool Meeting – letter to council not responded to so another letter has been sent through
will send another letter insisting on a meeting

8.2. Next Planning day dates
April 12th 7.30pm

8.3. Photo Frame – location

Moved: P.Bartram

Seconded: K.Johnson

#37 (15/03/2021)

That location of the Photo Frame is to be at the Southern end of the Tidal Pool Carpark on the Foreshore.

CARRIED

8.4. Meeting between Council and Progress member
Keryn spoken with John Edwards and he is happy to take up the baton and Keryn will be there as well. There is a list of items to go through
Beach rd needs to be sealed, new swimming pool sign, cemetery gates, Solar Lights for Town Entrance, Light at the end of the Fisherman's Jetty not working, Weeds around the Caravan Park perimeter, Retaining wall northern side of town Jetty, rendered wall at the start of the Town Jetty, Tree stump removal North end of front fence of Cemetery, Football oval gates and several other points

8.5. Phone service – letter to Optus and Telstra – Optus suggest individuals call them, nothing from Telstra as yet

8.6. Basketball Club grant not been used yet
Reminded the club and let them know if it isn't used by end of the financial year, they may have to return the money

8.7. Review of Action List

9. REPORTS

9.1. Caravan Park Working Group Report
report distributed earlier



- 9.2. Progress Financial Report
report distributed earlier
think about changes or alterations to the budget that may be needed for the planning meeting

Edithburgh Progress Association - Budget vs Actual with % Spent

INCOME	EXPENSES	BUDGET	% OF BUDGET SPENT
Commercial Activities	742,377	939,534	79.02%
Caravan Park Income	681,989	880,000	77.50%
Coke Machine			
Laundry	8,899	11,550	77.05%
Other Sundry / Souvenirs	805	4,500	17.89%
Grants			
Cash Boost - ATO due to COVID 19	30,484	30,484	100.00%
JobKeeper Subsidy due to COVID-19	3,000	3,000	100.00%
Other Revenue (ie Boat Ramp)	11,527	10,000	115.27%
Profit on Sale of P&E			
Miscellaneous ie Insurance Reimbursements	3,025		
Storage Vans	2,648		
User Charges			
Rental			
TOTAL OPERATING INCOME	742,377	939,534	79.02%
OPERATING EXPENDITURE			
Park Operations			
Professional Services	202,640	278,481	72.77%
Caravan Park Management	37,589	97,000	38.75%
Relief Management / Uniforms	82,482	30,000	274.94%
Administration Staff Mel/Bron	12,694	38,000	33.41%
Cleaning Contractors/Wages	29,022	65,000	44.65%
Workers Compensation & Superannuation	7,331	3,360	218.18%
Boat Ramp Commissions	9,914	10,000	99.14%
Legal	3,500	551	634.92%
Consulting (18/19 includes Soakage Trench)	1,581	7,000	22.59%
Audit	3,354	3,570	93.95%
Accounting	14,123	24,000	58.85%
Social Media - Massey Online Management	1,050		
General Administration & Marketing Expenses	28,531	48,790	58.48%
Advertising	14,287	16,500	86.59%
Souvenirs	500	3,000	16.67%
Postage / Freight	691	937	73.74%
Subscriptions (12/13 inc Top Tourist)	7,682	19,800	38.80%
Other	626	525	119.24%
Training / Accommodation		3,528	0.00%
Stationery and Office Consumables	4,745	4,500	105.44%
Computer Equipment	1,255	4,000	31.38%
Computer Expenses	1,255	4,000	31.38%
Finance Charges	5,462	9,815	55.65%
Bank Charges	256	615	41.63%



Merchant Fees	3,253	5,000	65.06%
Booking Online Fees	1,953	4,200	46.50%
Depreciation	0	22,000	0.00%
Depreciation		22,000	0.00%
Utilities & Operating Expenses	120,185	180,762	66.49%
Electricity	38,875	70,000	55.54%
Water	28,514	38,588	73.89%
Telephone	7,476	10,419	71.76%
Internet	554	923	60.05%
Gas	8,480	13,500	62.81%
Food & Beverages (inc in 19/20 for theme nights)	556	3,000	18.53%
Coke Machine			
Cleaning Supplies	11,475	18,000	63.75%
Linen	4,523	3,859	117.21%
Minor Plant Expenditure	4,045	3,588	112.75%
Fuel	824	2,888	28.54%
Waste Removal	14,863	16,000	92.89%
Insurance	0	6,000	0.00%
Asset & PL Insurance		6,000	0.00%
Occupancy Costs	102,794	161,776	63.54%
Council Levy	33,465	44,620	75.00%
Rates	4,242	5,000	84.84%
Caravan Storage	2,984	4,356	68.50%
Amenities Maintenance	12,237	15,000	81.58%
Dump Point			
Rental - Washer / Dryers	11,948	17,800	67.12%
Building Maintenance	9,896	20,000	49.48%
Cabin Maintenance / Replace Items	15,876	18,000	88.20%
General Maintenance (park units)	7,190	12,000	59.92%
Landscaping / Grounds Maintenance	4,956	25,000	19.82%
TOTAL OPERATING EXPENDITURE	460,867	711,625	64.76%
OPERATING PROFIT/LOSS OF CARAVAN PARK	281,510	227,909	123.52%
Park Operating Expenditure over Income	62%	76%	
PROGRESS ASSOCIATION INCOME	31,098	29,326	106.04%
Donations / Raffles		500	0.00%
Other Progress Sundry	796		
Souvenirs (Bird Books)	1,052	250	420.80%
Cooee	2,009	1,538	130.67%
Markets			
Community Event - Day at the Burgh			
Grants	1,703	1500	113.53%
Edithburgh Tennis Club contribution	25,538	25538	100.00%
TOTAL PROGRESS INCOME	31,098	29,326	106.04%
PROGRESS ASSOCIATION OPERATING EXPENDITURE	5,160	11,470	44.99%
Administration	5,160	11,470	44.99%
Administration - Forbes	675		
Bank Charges	7		
Cleaning	9		
Consultants	1,145		
Progress Website			



Advertising	70	4,100	1.71%
Postage		55	0.00%
Souvenirs			
Subscriptions	950		
Social Media	36		
Other / Miscellaneous / Photocopier	276	7,000	3.94%
Laptop Upgrade and Office/Dropbox			
Stationery and Office Consumables	1,992	315	632.00%
Grant Expenses	0	5,000	0.00%
Grant Expenses (Various)			
Edithburgh Community Grant		3,000	0.00%
Transfer to Future Community Projects Funds (if unspent)		2,000	0.00%
Utilities & Operating Expenses	2,873	9,249	31.06%
Water			
Internet	113	331	34.14%
Food & Beverages	1,958	3,032	64.58%
Minor Plant Expenditure (Flora Park)	660	2,500	26.40%
Fuel	142	386	36.80%
Insurance		3,000	0.00%
Donations / Sponsorships	3,000	2,000	150.00%
Sponsorship	3,000	2,000	150.00%
Employment Expenses	11,138	21,900	50.86%
Wages Jen	10,156	20,000	50.78%
Superannuation	982	1,900	51.68%
Other Employee Expenses			
Other Expenses	36,839	61,167	60.23%
Amenities Maintenance	505	1,261	40.06%
Building Maintenance		0	
Town Improvements	3,846	1,500	256.40%
Water Tower Art Project (if YPC Grant successful)	10,000	10,000	100.00%
Town Seating / Mosaics			
Swimming Centre - Annual Contribution		10,000	0.00%
Swimming Centre - Carpark bitumising contribution			
Foreshore Gym Equipment Contribution			
Playground Lighting / Security			
Bollard Lighting - Caravan Park to Swim Centre			
A Day at the Burgh Event			
Strategic Plan			
Community Photocopier - CAPITAL			
Tidal Pool Mural			
Flora Park Entrance			
150th Celebration Event	2,082		
Jetty Truck		10,000	0.00%
Blade - AGL Turbine on foreshore (19/20 General allocation?)			
Tennis Courts Resurfacing (\$20K Pledge \$25K Grant) 9/4/19	20,406	20,406	100.00%
History Signage within the Town (Motion #63 9/4/19)		3,000	0.00%
Oval watering		5,000	0.00%
TOTAL PROGRESS EXPENDITURE	59,010	110,786	
OPERATING PROFIT / LOSS OF PROGRESS ADMINISTRATION	(27,912)	(81,460)	
Progress Net Activity over Park Income	4%	9%	
FINANCING ACTIVITY			
Proceeds New Loans	(227)	(300)	75.67%
BRRF (\$1M Grant - to be advised by late June)			



Loan Funds (based on 4.65% over 10 years)			
Interest Received	(227)	(300)	75.67%
Principal & Interest Repayments	4,786	30,414	15.74%
YP 28 - Cabins expires 16/9/2012			
Finance Charges - Principal			
Finance Charges - Interest	4786		
YP 64 - Southern Amenities Upgrade - 15 years @ 5.9%			
Finance Charges - Principal		21149	0.00%
Finance Charges - Interest		9265	0.00%
NET FINANCING ACTIVITY	4,559	30,114	15.14%
Finance Net Activity over Park Income	0%	3%	0.00%
CAPITAL EXPENDITURE			
Southern Amenities Upgrade / Solar Panels			
Ensuite Cabin Upgrade (3 cabins)			
Purchase Onsite Vans 96, 97, 98 & 106			
Purchase 2 Cabins			
Boom Gates (c/fwd)			
Northern Amenities / Soakage Upgrade			
Road Repairs			
Metered PowerHeads			
Office Renovations			
Managers Residence Upgrade - Flooring / Painting / Blinds			
Spa Cabin Upgrades			
Mazda Van (Cleaners Van)			
Benchtops - 4 cabins (c/fw)			
Stormwater Proposal			
Fencing (Chainmesh) - Western Boundary			
Camp Kitchen Extension / BBQ area Blinds		40,000	0.00%
Modified Unit alterations			
Playground Replacement (c/fwd)			
Central BBQ Area - Extend Shade / Replace BBQ's			
New Lawnmower (trade in other two)			
Road Kerbing			
Carport - Modified Unit			
Powerhead / HWS Replacement			
Airconditioner Replacement			
Concrete Pathways / Paving			
Ensuite Cabin - Interior Upgrades / Park Units flooring and decks (Note : TV, ovens, fridges etc for upgrades are incl in Mtce)	125,540	107,000	117.33%
Park Units - Deck & Verandah	30,381	30,000	101.27%
Power to Southern Grass sites			
Park Entrance Upgrade			
Replace Golf Buggy - \$7,500			
Rainwater Tanks - 7 throughout park - \$15000			
Sub-surface watering system in park \$35,700			
Laundry - Electrics Upgraded			
Sullage - early 2013/14			
Jumping Pillow			
TOTAL CAPITAL EXPENDITURE	155,921	177,000	88.09%
PROFIT / LOSS OF PROGRESS OVERALL ACTIVITIES	93,118	(60,664)	-153.50%



Capital Expenditure over Income	21%	19%	
Operating Profit (incl interest expense)	249,039	137,485	111.49%
Cash surplus (incl Prin & Int, before cap exp)	249,039	116,336	181.14%
Cash surplus (after cap expenditure)	93,118	(60,664)	214.07%
			-153.50%

9.3. Day at the Burgh

Met with Sunny Coombes, Country Times reporter and he is happy to keep everyone informed with the DATB planning, helicopter flights will be there and several stall holders are keen

9.4. Cooee

need to charge for use of the printer for outside use
look at the cost per page so we can invoice the church and Lesley
Easter exhibition – 19 entries for local sculptures

9.5. Markets

March markets went off extremely well, markets were photographed by Liz and put on facebook
Looking at Easter Markets, can't use the hall but will have marques set up and the supper room to be used as well, look at covid marshall for the day,
Request from the Mayor – upgrade the Market Signage

9.6. Events Committee

nothing this month
need to look at eftpos from Caravan Park and if there is a 2nd one available
JD to look at eftpos machine and maybe Tyro is the best option as this is what the SYPHub have just got after much searching

9.7. Edithburgh Museum Report

Meetings will be held 16th, sausage sizzles at markets going well, produce sales at the Edithburgh motors going well, people choice raffle online and profits were down for them, Buick being painted, jetty beacon being painted, 8 model boat display setup, historical building plaques have been distributed



9.8. Councillor's Report

been working on the bike track concept and thinks it looks promising, council is on board

10. General Business

10.1. Football Club Request for financial support with Water bill

L.Tilbrook and K.Johnson excused themselves for this discussion as there is a conflict of interest

Moved: J.Robyn Seconded: M.O'Connell

#38(15/03/2021) That the Football Club's request for \$5000.00 assistance be granted

CARRIED

10.2. Old Institute chairs storage and use -

Institute chairs may be able to be stored with Peter Bartram

10.3. KM – Grant application sports Club

The Football club is keen to apply for a FRRR grant and looking at landscaping and watering, and maybe linking to flora park with walking trails

10.4. Marshall Pedder letter re changing rates of Caravan Park – seems to be a different rate for different people

Standardising the rates with the new managers and if a special price is required, try travel auctions

10.5. Anzac Day

wreath ordered and it will be a closed service without a breakfast

Easter bunny in the park – 10am

buy some eggs for John Edwards

10.6. Maybe change the dates of the meeting back to Tuesday at the end of April

10.7. International Guitar festival – regional event for Edithburgh 10th July Saturday, looking at



venues in town , maybe start at the Church with Classical, footy club, the bowls club and maybe the institute – we only have to provide the venues and they will bring performers and arrange everything

- 10.8. 120 bowlers at the Edithburgh Bowls Club for the past 2 days
- 10.9. Bush camp sites toured and report given to council, praising the state of the camps, except for rubbish, look at turning around the dump point to RV free camping
- 10.10. The dive people at the jetty and strong support for diving at the moment, look at increasing facilities
- 10.11. Caravan Park managers contract needs to be signed by Progress and then forwarded to the Lawyers

MEETING CLOSED

9.42PM

Peter Bartram, Vice Chairperson

DATE OF NEXT MEETING – 19th April

