



Minutes of meeting
Held in the Edithburgh Institute
On 19 APRIL 2021

Subject to Confirmation

PRESENT: Lesley Tilbrook (Chairperson), Peter Bartram (Vice Chairperson), Keryn Dawes, Jennifer Robyn, Mick O'Connell, Peter Dixon, Jin Douglas, Liz Daniels, Stan Szczypiorski

MEETING OPENED 7.35pm

1. **WELCOME** Chairperson Lesley Tilbrook welcomed all to the meeting and thanked them for their attendance. Liz Daniels was asked to take the minutes due to Jennifer Dinham's absence. Also, chairperson welcomed Shane and Sonya Fowles, newly appointed managers of the Edithburgh Caravan Park to the meeting as an opportunity to meet the Edithburgh Progress Association (EPA) members.
2. **APOLOGIES** Kate Marin, Kara Johnson, Jennifer Dinham
3. **VISITORS** **Shane and Sonya Fowles**
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 15th March 2021**

Moved: Peter Bartram Seconded: Keryn Dawes
Minutes from the Edithburgh Progress Association meeting held on 15th March 2021, as circulated, be taken as read and confirmed as a true record.

#41(19/04/2021)

CARRIED



8. MATTERS ARISING

8.1. Matters Arising

- 8.1.1 **Usage of EFTPOS Machines** which belongs to the Caravan Park. It's understood Rodger Griffiths has in his possession the second EFTPOS machine needed to facilitate financial transaction (the bar) at a forthcoming event (25th April 2021) being managed by the Institute Committee.

Keryn Dawes to contact Rodger Griffiths to ensure the machine is returned to the Caravan Park following the event.

Action: Keryn Dawes to contact Rodger Griffiths

Liz Daniels to contact SYP Tele Centre (Kate Martin or Tash Gilles) as there may be an alternative POS device suitable to facilitate such financial event transactions.

Action: Liz Daniels contact SYP Tele Centre

8.1.2 Storage Institute Chairs

Peter Bartram reported he can facilitate the storage of the old Institute Chairs. Storage is available at 25 Park Terrace North, Edithburgh and Peter Bartram is the contact person if the chairs are needed for events such as Day of the Burg.

Action: Institute Committee to arrange transport of chairs

8.1.3 Easter Bunny Visit Caravan Park

It was reported that John Edwards did what seemed a very short, quick visit on Easter Sunday with many of the caravan visitors asking if the 'Easter Bunny' was coming this year. Follow-up next year about possibly extending the visit time a little longer.

8.1.4 Progress Meetings Time/Date Change – 2nd Tuesday of the month

Lesley Tilbrook (Chairperson) proposed that due to changes in her commitments she's now able to chair the meetings on a Tuesday evening. This also works in with Council member Adam Meyer availability to attend Progress meetings.

Next meeting will be held on **Tuesday 11th May** with all future meetings on the 2nd Tuesday of the Month.

8.1.5 Caravan Park Walk-Through – 5.00pm 11th May 2021

It was proposed that due to a number of financial commitments needing approval by the EPA committee a 'walk-through' of the caravan park facilities be held prior to next month's meeting. The caravan walk-through meeting will take place at 5pm prior to EPA main meeting at 7.30pm

Action: Michael O'Connell & Stan Szczypiorski to prepare an itemised list of facilities that need maintenance/repair/replacement for the 'walk-through' meeting. This will provide EPA committee members to have a comprehensive



understanding of the Caravan park's association financial requirements/commitments.

8.1.6 Community Infrastructure Plan

Following on from Gary Dinham's presentation to the EPA committee members (meeting 15th March 2021) Jennifer Robyn reported that a group had been formed "Edithburgh Environment Works Committee" to look at a number of the issues/points Gary Dinham highlighted. In support of Gary's suggestion to move forward with a Community Infrastructure Plan, it was proposed through the group, to look at the immediate issue of seeding the foreshore lawn.

A proposed \$2,000 was requested to allow the "Edithburgh Environment Works Committee" group to purchase the seed needed to resow the foreshore area.

The "Edithburgh Environment Works Committee" Group consist of:

Gary Weekley, Gary Dinham, John Weekley, Troy Johnson, Sam Bauer & Terry Braund

The request for \$2,000 was approved by the EPA committee

Moved: Jennifer Robyn Seconded: Liz Daniels

#42(19/04/2021)

That Progress approves the request for \$2000 for the Edithburgh Environment Works Committee

Carried

8.1.7 Insurance Policies

Concerned was raised over who is responsible for managing the various Insurance Policies – Public Liabilities and what is covered under either the EPA Public Liability Insurance and the Institutes Public Liability when hosting such events as the Market, Art Exhibitions etc. Register to be established.

Action: Lesley Tilbrook to discuss with Accountants and Insurance Company to ensure adequate cover is provided and exactly what that is!

Review of Action List

8.2.1 Welcome to Edithburgh pamphlet

Jennifer Robyn to commence work on pamphlet June 2021

8.2.2 Sultana Point and Panfry Tce Road Signage

Michael O'Connell reported that council has now erected a sign as request, although quite small.

8.2.3 Shark Barrier

Still waiting on options and costings.

8.2.4 Caravan Website



The Caravan Park Working Group have reviewed Caravan Park Fees and proposed to the EPA committee an overall increase of 2% for the next fiscal year. The new fees for implementation 1st July 2021 need to be updated on the website. Chance to also update the site.

Action: Discuss process for updating website with Jen Dinham.

9. REPORTS

9.1. **Caravan Park Working Group Report (CPWG)**

Michael O'Connell sent a report through to EPA members (see appendix 1).

New Caravan Park Managers, Sonja and Shane Fowles introduced themselves to the committee providing an overview of their past working history highlighting their background holding managerial positions in both small and large organisations. They also expressed their delight in working at the Edithburgh Caravan Park commencing on the 29th March 2021. Sonja and Shane then left the meeting.

Michael O'Connell proceeded to table the following issues relating to the Caravan Park:

9.1.1 **Increase in Park Fees-1 July 2021**

CPWG tabled the proposed park fees looking at an overall increase of around 2%. Michael highlighted he'd conducted a benchmarking exercise against a number of other caravan parks in the region and the Edithburgh Caravan Park is still slightly under in its fee structure overall.

Summary of price rises presented at EPA meeting 19/4/2021

ASL, Permanents and Van Storage Agreement have an approximate 2% price rise.

Cabins (price increase stated is for non-peak time with a commensurate rise for peak times)

Executive Spa Cabin \$161 to \$170

Seaview Cabin \$146 to \$160

Ensuite Cabin \$115 to \$130

Modified Ensuite \$91 to \$100

Park Unit \$85 to \$95

Powered Site \$31.50 to \$35

Powered Site Foreshore \$35.50 to \$40

Unpowered Site \$22.50 to \$25

The price increases were unanimously supported and effective from 1st July 2021.

Moved: Liz Daniels

Seconded: Jennifer Robyn

#43(19/04/2021)

That the price increases suggested for the Caravan Park commence from



the 1st July 2021

Carried

9.1.2 **Site 35 Caravan Purchase**

Due to the lack of storage facilities for linen, general cleaning & maintenance items (currently being stored in the park managers residence) it was proposed that Site 35 Caravan (currently up for sale) be purchased by EPA and relocated to another site to enable the building of a purpose facility to house linen items etc. The building would also allow for the provision of dining and toilet facilities and for the caravan Park staff.

Action:

1. Park Site 35 with caravan is currently on the market for \$25,000. CPWG to negotiate a price for purchase – report back to committee
2. Investigate price to remove caravan from Site 35
3. Investigate purchase of new transportable building / suitable building to facilitate requirements.

Moved: Michael O’Connell

Seconded: Peter Bartram

9.1.3 **Camp Kitchen – Short Term Renovation**

Michael reported the Camp Kitchen is in extreme need of a major renovation. It was proposed in the short term, as there are funds available from the 2020/2021 financial year (\$40,000) that these funds be utilised to upgrade the facilities.

Action: Michael O’Connell to obtain quotes

9.1.4 **Toilet Block Maintenance**

Michael reported the Toilet Block (back of Park Unit 1 & 2) also needs attention (very old and tired) maintenance. It was agreed by the committee he obtain quotes for work needed and present at the next meeting.

Action: Michael O’Connell to obtain quotes

9.1.5 **Keys for Amenities**

It was tabled that a number of people are just walking into the caravan park and using showing/bathroom & laundry facilities; as its difficult to monitor the coming and goings of such individuals it was agreed that keys for amenities and entry be purchased and issued to all Caravan patrons.

Action: CPWG investigate changing over to a key access system for amenities usage and park entry swipe card

9.1.6 **Overall Major Works Projects for the Caravan Park**

CPWG to present a budget aligned to facilities works need to upgrade the Caravan



Park for the 2021/2022 budget.

Action: CPWG Caravan Park Works budget

9.1.7 **Park Rep**

The committee fully supported the proposal presented CPWP meeting report (April 2021) item 14 to provide incentive of 10 free extra nights to the nominated Caravan Park representative.

Supported EPA

9.1.8 **Caravan Park Liability Insurance**

The current managers reported to EPA that they are required to carry the liability of assets such as the bouncing ball under their personal insurance costing an additional \$2,500 per annum. The fact that these assets are the property of the EPA it was moved that EPA covers the additional insurance fees.

Moved: Keryn Dawes

Seconded: Michael O'Connell

#44(19/04/2021)

That the EPA cover the additional insurances fees for the Caravan Park increase in insurance

Carried

Items tabled for discussion

9.2. Progress Financial Report

Finance Report attached

9.2.1 Liz Daniels requested change to Job Profit & Loss Statement page 3 of 3 *PROGRESS FUNDRASING* it should read **EDITHBURGH EVENTS GROUP**. The sub-heading "Community Event Days" could lead to discrepancy of funds deposited/withdraw aligned to this account line. Jennifer Dinham to contact Accountants to change wording to:

"Edithburgh Events Group" – with associated subheading Income & Expenses
"Edithburgh Event Group"

Action: Jennifer Dinham contact Accountants

9.2.2 **Interest Paid on Long-Term Loan Review**

Lesley Tilbrook raised the issue of looking at refinancing the long-term loan WP64 South Amenities Upgrade. The recommendation was tabled to investigate refinancing the loan at a cheaper interest rate.

Loan currently at \$150,000 still owing with payments of \$30,000 per annual till 2026, there may be a possibility of sourcing a cheaper interest rate.

Action: Lesley Tilbrook meet with Sue Hancock to discuss refinancing the loan.

9.3. **Day at the Burgh**



Jennifer Robyn reported plans are coming along well. Meeting of the committee members to be held next week.

9.4. **Cooee**

Nothing reported.

9.5. **Markets**

Next market will be held on 9th May 2021 at the Edithburgh Institute. Peter Dixon reported the Easter Markets were a great success, very well attended by locals in particular. The Market stalls are now at 12 stall holders with the potential of more stall holders coming onboard in the coming months.

COVID – Lesley raised the issue of who is ensuring COVID regulations are being adhered too; there is a requirement that all entrances be requesting visitors sign in. Peter Dixon to report back on COVID procedure policy and “staffed” how this is being managed.

Action: Peter Dixon

9.5.1 **Food Health & Safety Regulations – Open Market Environment**

The issue of monitoring the requirements under Food Act was raised and who is managing this in relation to the Edithburgh Markets and associated food stall holders.

Action: Stan Szczypiorski to work with Peter Dixon to identify and establish what the council health requirement are in relation to food being sold in an open market environment.

9.6. **Events Committee**

Liz Daniels reported “Pete & Livvy Show” Sunday 25th April event is sold-out. There will be a small financial surplus from the event. The main profitable income will come from the bar sales which is being managed by the Institute Committee and any profits will go towards purchasing additional chairs for the Institute.

COVID regulations will be are being adhered too with 3 COVID Marshall on staff.

Lovely article was recently published in the Country Times and Coo-ee announcing the arrival of the “Pink Ladies” hosties for the evening

Next show “UNSUNG” 17th July, 2021 - promoting ticket sales for the next show with the distribution of posters & flyers as well as social media promos. The online sales through trybooking.com for future events July 17, November 6 and December 4 are moving quite well.

9.7. **Edithburgh Museum Report**

Keryn Daws reported Open Day @ the Museum with a BBQ held over the Easter Weekend went extremely well – very pleased with its success. The museum has experienced a high level of visitors with steady numbers of tourist coming through.

The museum recently had an article published in the Country Times which has assisted



greatly in the promotion of the museum.

History Signage for the town is proceeding well with the hope all should be completed in time for “Day of the Burg” which will complement nicely the planned tours being held on both the Saturday and Sunday of Day of the Burg celebrations.

The Museum Committee are also looking at possible events to celebrate the 150 years of the Edithburgh Jetty.

- 9.8. Councillor’s Report
Not attendance _____

10. CORRESPONDENCE

10.1.1. Correspondence in

Golf Club Sponsorship request \$75.00

Jennifer Dinham to follow-up on request as previously the Caravan Park has sponsored the Golf Club ‘hole’ promotion.

Rachel to send invoice to Caravan Park not EPA.

Action: Jennifer Dinham to contact new Caravan Park owner brief then on the previous arrangements and obtain if they wish to continue with the sponsorship.

10.2. Correspondence Out

10.2.1. Correspondence out

11. General Business

11.1 **Clearing Bushes from Foreshore**

Jin Douglas raised concern over individuals clearing bushes from the foreshore seemingly without permission from the Yorketown Council.

It was suggested that a letter is written to the Council raising such concerns and recommend that possibly signage is erected by the council worker/s identifying official clearing of foliage is being undertaken.

Action: Jennifer Dinham write a general letter to the Council with cc Mayor raising such concerns with a recommendation that road signage is erected as well EPA is notified when road / gardening maintenance is being undertaken so the community can be advised accordingly.

11.2 **Pool Committee Issue + Additional Town Maintenance Concerns**

Keryn Dawes tabled a list of items needing immediate attention which fall under the auspice of the Yorke Peninsula Council. It was proposed, as it is the Council’s responsibility and they are liable for the maintenance, EPA committee members were in agreeance that a formal letter be prepare and submitted for tabling at their next meeting.



Action: Jennifer Dinham to prepare letter, signed by Chairperson

#45(19/04/2021) **Moved: Liz Daniels** **Seconded: Keryn Dawes**
That a letter be sent to the council with the details of the issues that have been raised
Carried

11.3 EPA Constitution

Jennifer Dinham to distribute to all EPA Committee Members the latest version on the Edithburgh Progress Association Constitution. It would appear there are a number of difference version in circulation.

Action: Jennifer Dinham – Circulate version 24/9/2019 to EPA members

11.4 Telecommunication Disruption – Formal Complaint

Keryn Dawes tabled a formal letter of complaint that he proposed be sent to SA Power Networks & Telstra expressing disappointment and frustration over telecommunication coverage.

All EPA members were in agreeance and moved to support the correspondence. Chairperson recommended the letter be placed on EPA official letterhead, with cc Mayor Fraser Ellis MP & Yorketown Council

#46(19/04/2021) **Moved: Stan Szczypiorski** **Seconded: Peter Bartram**
That a formal letter of complaint be sent to SA Power Networks and Telstra.
Carried

Action: Jennifer Dinham

11.5 New email address EPA – progress@edithburgh.org

Approval for Jennifer Dinham to proceed with upgrading the current email system at a cost of \$80 per year with initial set \$50.00 – Approved

Action: Jennifer Dinham

#47(19/04/2021) **Moved: Keryn Dawes** **Seconded: Michael O’Connell**
That the Progress Association have a new email address created under their domain while retaining the old one for a period of 12 months.
Carried

MEETING CLOSED

TIME: 10.43PM

By Who: Chairperson

DATE OF NEXT MEETING: Tuesday 11th May 2021



Appendix 1 – Caravan Park Working Group Report (CPWG)**CPWP Meeting Report
April 2021****1. ASL/Permanent Caravan power options**

Letter sent to all ASL/Permanents stating they need to provide a current certificate of electrical compliance as part of their annual agreement approval. Also in the new agreements is for ASL/Permanent to provide a map of the power and water supply.

2. Fire Regulation Compliance

Currently we do not seem to comply with fire regulations. Mick to contact Council regarding requirements.

3. Speed limit signage

Shane to order more speed signs and investigate accessing a digital sign for busy times.

4. Site 13 – 17 Screen

The rear of sites 13 – 17 to be hidden by the erection of a permanent screen.

5. Dog restraint

New Guest Information Booklet to include a clause that dogs must be kept on a short lead.

6. New Park Managers

Shane and Sonya Fowles started on Monday 29 March and been kept very busy over Easter and School Holidays. Positive feedback has been received about the park appearance. Sonya worked hard to fill any vacancies over Easter.

7. ASL/Permanent Contracts

A draft ASL Contract has been circulated inclusive of a recommended price rise of approximately 2%. The Permanent Contract will have a similar price increase.

8. Park fee review

Caravan Park fees for 21/22, including those for ASL and Permanents, will be reviewed shortly and a recommendation made to Progress

9. Ute/Van/Buggy

The ute has been replaced and the VW van repaired. New ute has a towing capacity of 2500kg therefore we will only contract to move vans to and from storage up to this weight. Old ute sold for \$700. Suggestion that the old van and buggy be replaced as they have reached the end of their useful life. Magnetic signage to be put on each vehicle.

10. Unisex Amenities

Unisex Amenities need upgrading or replacing. Given we need a grant for any replacement the cost of upgrading is being investigated.

11. Tiered area upgrade

Mick contacting Council regarding possible landscaping of the eastern side of the park.

12. Booking online issues

Go from 4 booking systems to two, subject to any contracts in place, saving money.

13. Laundry extension and shed

The current laundry is not large enough to do all the jobs necessary – wash, dry, fold, iron, store and access linen. Currently storage is in the garage in tubs and cupboards and in a room in the house. The house and garage should be for Park Managers. Looking at extending the laundry and building a shed on the site next to the house.

14. Park Rep

Letter sent to ASL's advertising for a Rep for 21/22. An incentive of 10 free extra nights to be provided to the successful applicant.

