



Minutes of meeting
Held in the Edithburgh Institute
On 11th May 2021

Subject to Confirmation

PRESENT: Lesley Tilbrook (Chairperson), Kara Johnson, Keryn Dawes, Kate Martin, Peter Dixon, Mick O'Connell, Stan Szczypiorski, Adam Meyer (Council Rep), 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** Peter Bartram, Liz Daniels, Jin Douglas, Jen Robyn
3. **VISITORS**
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.** Caravan Park
7. **CONFIRMATION OF MINUTES** CONFIRMATION OF MINUTES OF MEETING HELD 19th April 2021

#48(12/05/2021) **Moved: K.Dawes** **Seconded: S.Szczypiorski**
Minutes from the Edithburgh Progress Association meeting held on 19th March 2021, as circulated, be taken as read and confirmed as a true record.

CARRIED

8. **MATTERS ARISING**

- 8.1. Institute Chairs are still awaiting removal to storage
- 8.2. Insurance Policies – Lesley to check through with Mick or Stan as many items on the policy for the Caravan Park need to be reviewed



8.3. Long Term Loan – Will check with Council about paying out the loan early and possibly reborrowing for Caravan Park Amenity upgrades

8.4.

REVIEW OF ACTION LIST

9. REPORTS

9.1. CARAVAN PARK WORKING PARTY REPORT

CPWP Meeting Report May 2021

1. Fire Regulation Compliance

Currently we do not seem to comply with fire regulations. Mick contacted Council regarding requirements and received a copy of the current legislation. The most cost-effective way to comply is to have enough dedicated taps and garden hoses connected to spray nozzles to cover all sites.

2. Speed limit signage

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

3. Site 13 – 17 Screen

The rear of sites 13 – 17 to be hidden by the erection of a permanent screen. Quote received for of \$5550 for the fence (and \$1250 for surround to the pump station)

#49(12/05/2021) **Moved: S.Szcypiorski** **Seconded: K. Johnson**
That progress accept the quote from I J and DL Marschall for erection of a
surround for the pump station at the cost of \$1250.00
CARRIED

#50(12/05/2021) **Moved: M.O'connell** **Seconded: K. Johnson**
That progress accept the quote from I J and D L Marschall for the erection of a
fence at the rear of sites 13 -17 at a cost of \$5550.00
CARRIED

4. Van/Buggy

Suggestion that the old van is replaced by one up to the value of \$22000 and try to repair the buggy.

More discussion needed for this

5. Unisex Amenities

Recommended that the Unisex Amenities be replaced with a transportable unit with male and female showers and toilets, baby change area and disabled toilet.

Progress support further investigation into replacing these units

6. Laundry extension and shed

The first stage in this project is to buy the van on the site then sell it on the provision of removal, preferably to another site in the park. The asking price of the van was \$25000 and the negotiated selling price was \$19000. Shane to advertise the van for \$22000.

Kate Martin left the room due to a conflict of interest

Moved: S.Szcypiorski Seconded: P.Dixon



#51(12/05/2021) That Progress purchase the Caravan from the ASL as a cost of \$19,000 and sell on with the understanding that the van is moved to a new location to free up the site next to the managers property.

CARRIED

7. Security Cameras

Quotes to install a security system – park, house and boom gate (including changing to a card access entry)

\$23432 or \$17952 just for the park. This will enable us to better prevent unauthorised access, damage and theft.

Motion: That the quote from Fleurieu Security Systems of \$23432 for installation of a security system for the park, house and boom gate be accepted

Discuss further with park managers

8. Mice

More bait stations being provided due to the ongoing mice problem.

9. New phone

The current park phone is intermittently giving trouble and proposed to buy a basic Apple iphone.

Moved: M.O'connell

Seconded: K.Dawes

#51(12/05/2021) That the Park Manager be authorised to purchase a new basic iPhone to be used as a relief phone for the Caravan Park to the value of \$800.

CARRIED

10. Trailer replacement

The current trailer has a badly corroded base and lower sides and should be sold and replaced. A good second hand one could be obtained for \$3200. The old one, a tipper could still bring \$1000. The shed has now been cleaned out and the trailer can now be kept under cover.

Motion: That a replacement trailer be purchased to the value of \$3200

Kara to ask Chris Johnson if he is interested in a project

11. Camp kitchen

A quote is coming in for repairs to the camp kitchen.

12. Plumbing issues

Steve Pascoe, Wool Bay Plumbing, sent a report regarding a number of plumbing issues to be addressed in response to a conversation he had with Brent Slee from the Office of the Technical Regulator. Brent indicated we could be fined \$2500 for each breach identified 3 years ago and not addressed.

Mick Contacted Brent Slee and all we need to action immediately is a backflow reducing device on our side of the meter and then conduct a plumbing audit by a qualified plumber and action any identified items

13. Bookings

Bookings for the park are up as is the profit, while remaining on budget



9.2. PROGRESS FINANCIAL REPORT

FORD McCARTHY & ASSOCIATES
ABN 88 471 591 794
finance@fordmccarthy.com

To: Edithburgh Progress Association Inc

From: Ford McCarthy & Associates

Meeting Date: 12th May 2021

Report Title: Finance Report

Financial Reports from MYOB

The following reports have been submitted for your consideration:

* Balance Sheet for Edithburgh Progress Association as an entity

* Profit and Loss

Additional Reports from Excel

* Budget vs Actual with Remaining Balances

* Occupancy Rates current year and previous year

Income

Commercial Income/Activities is tracking very well with only \$32'205 until the Budget has been reached. Even better would be reaching the \$1'000'000 turnover with just \$86'871 needed! Come on you can do it!!

Operating Expenditure

Operating Expenditure is going along nicely.

A budget review meeting was held in office on 28th April with Lesley, Stan, Mick and ourselves.

The outcome of this meeting was a reviewed budget, removing "old lines" that were no longer needed and allocating funds to different budget lines that needed a top up.



We discussed the rejuvenation of sites 20-25, the camp kitchen upgrade, the boundary fencing and the Jetty truck as to if these expenses would occur prior to the end of the financial year or if the funds could be allocated elsewhere.

It was decided that in order to fund the Capital Items purchased that weren't originally in the budget the money would be sourced by using the funds allocated to the boundary fencing. The items purchased were a Mower and Mulching Kit, Phone System and Ford Ranger Ute.

General Business

We have enquired with Council if Progress could pay out the YP64 loan balance of \$167'000 earlier in order to save \$26'000 in interest. The Council said this wasn't possible as it was a "Term Loan"

We also enquired about seeking a new loan if needed for the Northern Amenities upgrade. The maximum allowed to borrow is \$200'000.

Edithburgh Progress Annual Budget

PROGRESS ASSOCIATION INCOME	ACTUAL 30/04/2021	BUDGET 2020/2021	AMOUNT REMAINING
	31177	29326	-1851
Donations/Raffles		500	500
Sundry	709		-709
Souvenirs/Bird Books	1147	250	-897
Cooee	1993	1538	-455
Markets			
Community Event - Day at the Burgh			
Community Events Committee	87		-87
Grants	1703	1500	-203
Edithburgh Tennis Club Contribution	25538	25538	
TOTAL PROGRESS INCOME	31177	29326	-1851
PROGRESS ASSOCIATION OPERATING EXPENDITURE			
	70145	125036	54891
Adminstration Forbes	3366		-3366
Bank Charges	7		-7
Cleaning	9		-9
Progress Website		3000	3000
Advertising	106	1100	994
Postage	3	55	52
Souvenirs		1000	1000
Subscriptions	950	2000	1050
Stationery/Office Consumables/P.Copier	2430	7315	4885
Edithburgh Community Grant	3000	3000	



Internet	227	331	104
Food & Beverages	2069	3032	963
Minor Plant - Flora Park	660	2500	1840
Fuel	371	386	15
Insurance		3000	3000
Youth Sponsorship		2000	2000
Wages - Jen	12643	20000	7357
Super - Jen	1218	1900	682
Amenities Maintenance	681	1261	580
Town Improvements	1692	1500	-192
Water Tower Art Project	10000	10000	
Swimming Centre - Annual Contribution		10000	10000
A Day at the Burgh Event		8250	8250
Hall Hire	760	1000	240
Flora Park Improvements		1000	1000
150th Celebration Event	2082		-2082
Jetty Truck		10000	10000
Tennis Court Resurfacing	20406	20406	
History Group	2190	3000	810
Oval Watering	5000	5000	
Edithburgh Events Group		3000	3000
Miscellaneous	275		-275

TOTAL OPERATING EXPENDITURE	70145	125036	262486
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<u>OPERATING PROFIT/LOSS</u>			
<u>OF PROGRESS ASSOCIATION</u>	<u>-38968</u>	<u>-95710</u>	<u>-56742</u>

9.3. Day at the Burgh

meeting last week, things going ahead on track, trying to get a skydiving company, council are happy with the arrangement, Progress agreement was to support this event for 3 years with this year and next year remaining.

Need to have a defined agreement between the committee and Progress,

perhaps a survey on the people who come so as to help decide who benefits from this event.

sub committees need to present quarterly financial reports to Progress

9.4. Cooe

nothing to report this month

sub committees need to present financial reports to Progress

9.5. Markets

Markets and Covid – Great turn out on Mother's Day, 20 stall holders

Peter Dixon reported back on COVID procedure policy

lots of sign in sheets and QR codes, challenged a few people and then they signed in, Covid safe plan up to date, covid plans displayed on both entrances, hand sanitizer placed around, several covid marshalls around, sign in sheets kept at Peter Dixon's place

Pat Bartram collected \$205 from stall holders, of this, \$50 advertising, \$30 fuel (putting up signs) and money on hand \$500 to go towards the swimming pool fund, charity stalls don't pay a fee

sub committees need to present quarterly financial reports to Progress



9.6. Events Committee

Events Committee – Report May 2021

The Edithburgh Event Management Group (EEMG) brought to the town its first show for the year hosting the Livvy & Pete show on Sunday 25th April 2021. The night entertained over 150 guests at the Institute Hall providing the Edithburgh Institute Committee with the opportunity to manage the bar raising some well needed funds for additional new chairs.

One of the main objectives of the EEMG is to support the town and provide funding which would otherwise be difficult to come by; as stated the Institute Committee was able to raise over \$1500 (bar takings and \$650 from EEMG donation + payment for the hall hire) – nice contribution towards the Institute Hall from EEMG's first show!

It was stated in the Coe-ee May 2021 edition article: A good time had by all at the Edithburgh Institute (author unknown) *"Thanks also go to Edithburgh Progress Association for support given in sponsorship of this event"* it should be noted in the minutes that no financial support/sponsorship was used for this event!

Next Show - UNSUNG

Work has commenced on the promotion of the next event – UNSUNG – 2 female singers Libby O'Donovan and Amelia Ryan performing a musical cabaret centred around the plight of women's equality back in the 1960's, and through song and narration will bring a dynamic show to Edithburgh on 17th July 2021.

Again, this event will financially support the Edithburgh Institute Committee in their quest for new chairs.

Please note the name of the group has been formalised: Edithburgh Event Management Group.

Liz Daniels

9.7. Edithburgh Museum Report

meeting next Tues, day at the burg preparing walks and sausage sizzle, \$3000 from council to build a shed but need a builder, pressure from within the town to celebrate the 150 of the jetty,

9.8. Councillor's Report

Council meeting on Wednesdays, Adam would like to propose a pump track for local towns that are interested and willing to come up with some funding towards the project and the CEO will allow staff member to draw up a project brief, Edithburgh, Coobowie, Marion Bay, Port Vincent, Corny Point, Yorketown

There is a person who lives in Kadina who does earth tracks, plan to have a series of these along bottom of YP where the caravan parks are.

New Council employee based on tourism – looking at developing this project and waiting for funding opportunities, looking at 1 – 2 year project

Use of roller blades, skateboards, bikes, etc on these tracks

hopefully near toilets for encourage use by locals as well as tourists,

looking at attracting kids and families to the area

Watertower – great response from all and lots of people looking at them as a whole, looking at setting up a walk around for the towers, budget adjustment to go ahead to include these extras, fencing around and interps inc artist – story boards, social media has picked up the YP art trail and shared the story,

Water tower road – several roads waiting to be bituminised

Salt lake trail going ahead – signs up, 58kms for the full trail, looking at videos and website



10. Correspondence

Moved: S.Szczypiorski Seconded: K.Martin
#52(12/05/2021) That the Correspondence in and out be accepted as tabled.
CARRIED

11. General Business

11.1. Volunteer register – 27th May Thursday – location check time with Corey

11.2. Sponsorship of junior sport – Progress has in the past provided \$1000 to any junior that has reached state level.

Moved: K.Dawes Seconded: P.Dixon
#53(12/05/2021) That the Hugo Taheny be sent a letter of recognition of achievement from the Edithburgh Progress Association.
CARRIED

11.3. Kate Martin would like to ensure that any future items circulated out of session include all relevant details so that any potential conflict of interest can be identified by members.

12. Confidential

Moved: M.O'Connell Seconded: K.Dawes
#54(12/05/2021) That the Caravan Progress purchased (Motion 51(12/05/21) will be advertised at \$22,000 on the condition that the new owner will move the van and that a minimum of \$19,000 be achieved without further consultation of Progress.
CARRIED

MEETING CLOSED

10.39PM
Lesley Tilbrook, Chairperson
DATE OF NEXT MEETING – 8th June

