



Minutes of meeting
Held in the Edithburgh Institute
On 8th June 2021

Subject to Confirmation

PRESENT: Lesley Tilbrook (Chairperson), Keryn Dawes, Peter Dixon, Stan Szczypiorski, Liz Daniels, Jin Douglas, Jen Robyn, Jen Dinham (Minute Taker)

MEETING OPENED 7.35pm

1. WELCOME

2. APOLOGIES

Mick O'Connell, Peter Bartram, Kara Johnson, Kate Martin

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.

NIL.

7. CONFIRMATION OF MINUTES

CONFIRMATION OF MINUTES OF MEETING HELD 15th March 2021

#55(08/06/2021)

**Moved: S.Szczypiorski Seconded: P.Dixon
Minutes from the Edithburgh Progress Association meeting held on 11th May 2021, as circulated, be taken as read and confirmed as a true record.**

CARRIED

8. MATTERS ARISING

8.1. Matters Arising

8.1.1. Insurance Policies



lots of insurance doc out of date – especially vehicles, need to be looked at carefully to ensure that everything needed is covered
Lesley has read through and Stan will read through the docs as well

8.1.2. Long term Loan - checking with council on early repayment
Lesley will check with Council and our lawyer

8.2. Review of Action List

9. REPORTS

9.1. Caravan Park Working Group Report

CPWP Meeting Report 2nd June 2021

Minutes of meeting held on 2nd June 21 with Edithburgh Caravan Park working party and the Caravan Park Representative.

Present:

Peter Bartram. Stan Szczypiorski (CPWP) Shane and Sonya Fowles (Caravan Park Managers) Martin Bazeley (Caravan Park Representative).

1. Fire Regulation Compliance

According to MBS 003 - Fire safety in caravan parks and residential parks legislation, we do not currently comply with fire regulations. To comply, there needs to be sufficient dedicated taps, fire hoses/ garden hoses connected to spray nozzles to cover all sites. Shane and Sonya have been asked to rectify this issue and to make it a priority

2. Speed limit signage

Shane has ordered additional speed signs. Discussion to maximise the effectiveness of using 'signs' was discussed e.g., changing signage intermittently to gain attention.

3. Jumping pillow Site

All OK.

4. Site Holder rep

Martin Bazeley has accepted the role; he has confirmed that this would be his last year as rep. For his efforts and as an incentive, Martin will be credited 10 extra nights for the 21/22 year and 10 nights to be credited to 22/23 account for the year to come.

5. Dog Being Restrained

All seemed OK in this area. However, it was identified that 'outside' dogs were still entering the park. Seeking grants for lockable gates was discussed. Grants may be available from Attorney General Dept.

6. Lockable gates



See above (dot point 5)

7. Hedge/screen behind site 17.

Progressing well.

8. Rates after 75 nights

Complete

9. Complaints about site holders

None

10. BBQ to meet progress members.

To be planned during better weather; spring time.

11. Walkaround

Feedback towards Progress was extremely negative. “No interest shown in Semi or permanents”. Progress members did not seem too interested. Stan said: Clearly it was the wrong time of year ... too cold, too dark, too rushed. .

12. Camp Kitchen

Approval has been given for upgrade to the camp kitchen ... not for Camp kitchen extension.

3 Month Probation Period.

The new managers were 11 weeks into their contract, with the 3-month probation period a week away.

Peter Bartram accessed “Wikicamps” and read out a number of reviews; the reviews clearly highlighted the very positive influence the new managers were making on the Edithburgh Caravan Park.

When asked about their transition into their new roles, both Shane and Sonya expressed a degree of frustration with the “slow nature of getting things done” highlighting the issues associated with the purchase of the van.

Both Managers are looking forward to working within a confirmed budget ... e.g., they need to seek permission to “boost” when using Facebook (cost Approx. \$40.00 month)

#56(08/06/2021)

Moved: L.Daniels Seconded: K.Dawes

That the Park Managers are allocated in the new Budget as having \$20,000 to spend at their discretion on Marketing.

CARRIED

Edithburgh Caravan Managers’ Public Liability Insurance.

Progress Meeting on 19th April; minutes state: **The current managers reported to EPA that they are required to carry the liability of assets such as the bouncing ball (jumping pillow) 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.**

Letter from Andrew Fleming states “your current insurer does not price the jumping pillow separately ... therefore ... a specific premium for the jumping pillow is not possible.



However, Andrew Fleming goes on to say that costs for insurance without a jumping pillow would cost \$2,500 per annum. Shane and Sony Fowles have been invoiced (MGA Insurance Group) \$4,665.00. They should be reimbursed \$2,165.00.

#57(08/06/2021) **Moved: S.Szczypriski Seconded: L.Daniels**
That the Park Managers be reimbursed \$2,165 for the additional insurance coverage for the jumping pillow inclusion to their public liability and Finance to make that payment as soon as possible please.

CARRIED

Un-Powered Sites converted to Powered ASL sites.

The Managers (Shane and Sonya) are proposing to convert sites 72, 73, 74 and 75, un-powered site to powered ASL sites. To achieve this, the 'fire exit' gate would need to be moved; cost to move the gate \$500.00.

Cost to supply power to the proposed sites (Tape Electrical) \$12,984.40. Waiting on cost for water.

NOTE: where the current 'fire exit' gate is, this would become a powered site. We have a potential ASL ready to move into this site.

NOTE: the proposed sites (72, 73, 74 and 75 unpowered Caravan sites) have not been booked for many months. If converted to ASL sites, they could generate sufficient funds in 12 months to cover the majority of costs.

motion Stan 2nd Jin

#58(08/06/2021) **Moved: S.Szczypriski Seconded: J.Douglas**
That the sites 72, 73, 74 and 75 be converted to ASL sites by moving the emergency gate, installing plumbing and electricity to the sites. In conjunction with this, the Caravan previously purchased by Progress be moved to one of the sites in order to increase it's purchase appeal.

CARRIED

Caravan Park: Install Backflow Prevention Device.

Following a conversation Mick O'Connell had with Brent Slee (Office of the Technical Regulator, SA Government) Brent made it clear that the Caravan Park had a number of plumbing issues, however, the major issue that needed to be address (to avoid a possible \$2,500 fine) was in need to install a 'Backflow Prevention Device'.

Shane Fowles sought 2 quotes;

Aitchison Plumbing ... \$6,017.00

Stephen Pascoe \$8,833.92. + \$500.00 (test valves) = \$9,333.92.

#59(08/06/2021) **Moved: K.Dawes Seconded: S.Szczypriski**
That the quote for Aitchison plumbing for \$6,017.00 be accepted.



CARRIED

Tag and Test Issues

Shane Fowles has identified some issues within the park in relation to tag and testing by a caravan park patron (ASL?). Stan Szczypiorski has contacted Brett (Office of the technical Regulator ... Note, Charlie Hoare ... Senior Regional Electrical Technical Standards & Safety Officer, has retired) seeking direction and advice.

Email was sent with photos of the 'tag & test' concerns relating to power plug connections.

Brett suggested we 'discuss' the issues with the ASL ...

Option: do our own testing ... Course is \$350.00 One day course ... on-line work

#60(08/06/2021)

**Moved: S.Szczypiorski Seconded: K.Dawes
That Progress pay for Shane Fowles to do the Tag and Test
Course so we have a qualified person on site and can then offer
this service.**

CARRIED

Iphone:

Progress approved (12/05/2021) the purchase of a new iPhone for the Caravan Park managers to the value of \$800.00.

The required phone is \$999.00. Managers now seek permission for the addition sum the \$200,00 (total \$1,000.00) to purchase the required 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.

#61(08/06/2021)

**Moved: L.Daniels Seconded: S.Szczypiorski
That the Park Managers are able to purchase a new iPhone at a cost
of \$1000.00, an increase of \$200 from last months motion.**

CARRIED



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: 8th June 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
 - *Caravan Park
 - *Progress Association
 - *Finance & Capital
 - *Edithburgh Events Group
 - *Day at the Burgh
- * Occupancy Rates current year

General Business

Commercial income is \$162K higher than this time last year bearing in mind that in 2020 was severely impacted by COVID19.

Operating Income is sitting at \$992713 just \$7287 short of the \$1M mark and well above the budgeted amount of \$880K.

Cleaning/Waste Removal/Maintenance expenses have increased this year as would be expected with a higher occupancy rate.

Expenses to date that have occurred that were not budgeted for include a Ford Ranger Ute/Caravan/Mower/Phone System totalling \$48859. Next month we can add a van to this list also.

Currently the Progress Association has \$337K cash available.



Edithburgh Progress Annual Budget

CODE FOR INVOICES	CARAVAN PARK INCOME	ACTUAL 31/05/2021	BUDGET 2020/2021	AMOUNT REMAINING
	Commercial Activities	992713	945334	-47379
4.1000	Caravan Park Income	912282	880000	-32282
4.3027	Service Charge	14962		-14962
4.3040	Laundry	11655	11550	-105
4.3050	Souvenirs/Sundry	2074	4500	2426
4.3900	Cash Boost - ATO Covid	30484	30484	0
4.3910	JobKeeper - ATO Covid	3000	3000	0
4.3010	Boat Ramp	11812	10000	-1812
	Profit on Sale P & E			0
4.4060	Insurance Reimbursements	3025		-3025
4.3060	Storage Vans	3419	5800	2381
	TOTAL OPERATING INCOME	992713	945334	-47379
OPERATING EXPENDITURE				
	Professional Services	291596	248517	-43079
	Caravan Park Management	122705	97000	-25705
	Admin Staff: Mel/Sarah/Brianna/Jen	2408	22000	19592
	Admin Staff: Bron	10308	16000	5692
	Cleaning Wages	100058	65000	-35058
	Workers Compensation and Super	14295	3360	-10935
	Boat Ramp Commission	9735	10000	265
6.1100	Legal	5353	3500	-1853
6.1080	Consulting		1581	1581
6.1060	Audit	3354	3570	216
6.1050	Accounting	20837	24000	3163
6.3150	Social Media: Massey Online Management	2543	2506	-37
	General Expenses	374583	411118	36535
6.3100	Advertising	17020	16500	-520
6.1550	Souvenirs	500	3000	2500
6.1400	Postage/Freight	1584	937	-647
6.3200	Subscription G Day Parks	9437	19800	10363
	Other inc Reward Cards	2251	525	-1726
6.1510	Stationery & Office Consumables	5907	6000	93
6.1110	Computer Equipment	1255	2000	745
6.1200	Bank Charges	360	615	255



6.1250	Merchant Fees	4457	5000	543
6.1260	Online Booking Fees	4384	4200	-184
	Depreciation		22000	22000
6.6010	Electricity	57317	70000	12683
6.6100	Water	41950	38588	-3362
6.4450	Telephone	9085	10419	1334
6.4400	Internet	823	923	100
6.6030	Gas	11882	13500	1618
6.4300	Food & Beverages	750	3000	2250
6.4100	Cleaning Supplies	18898	18000	-898
6.4200	Linen	7661	3859	-3802
6.4500	Minor Plant	10177	3588	-6589
6.6020	Fuel	1277	2888	1611
6.6090	Waste Removal	23117	18000	-5117
6.6040	Insurance	154	6000	5846
6.6070	Council Levy	44620	44620	0
6.6060	Rates	5454	5000	-454
6.6065	Caravan Storage	4224	4356	132
6.6200	Ameneties Maintenance	13108	15000	1892
6.6205	Rental - Washers & Dryers	16666	17800	1134
6.6300	Building Maintenance	11407	12000	593
6.6350	Cabin Maintenance/Replace Items	24681	21000	-3681
6.6400	General Maintenance/Park Units	16370	12000	-4370
6.6450	Grounds Maintenance	7807	10000	2193
	Capital Expenditure	235194	177414	-57780
	Finance Charges - Principal	21149	21149	
	Finance Charges - Interest	9265	9265	
	Ensuite Cabin Refurbishment	125540	107000	-18540
	Camp Kitchen Renovation		10000	10000
	Park Units Verandah & Deck	30381	30000	-381
	Ford Ranger Ute	14545		-14545
	Giles Caravan	19000		-19000
	Kawasaki Mower	10454		-10454
	Phone System	4860		-4860
	TOTAL OPERATING EXPENDITURE	901373	837049	-64324
	OPERATING PROFIT/LOSS OF CARAVAN PARK	91340	108285	16945



9.3. Day at the Burgh

Linda McCabe – red cross, offered funding but wanted full branding in response, compromise is offering the Kids Zone as being the Red Cross Kids Zone. Linda is happy with that. Agreed in principal and awaiting a meeting with the full group. Linda will need an invoice raised.

AGL has increased their budget amount to \$5000 and will meet with them to see if they will continue with this on a yearly basis by offering branding

9.4. Cooe

Sue has a couple of payments with no reference. Jen Robyn will try to follow this up. Jen will be away for August and Shirley Thompson will produce the issue.

Looking for a suitable replacement to take over and has a couple of people in mind. Looking at copier costs for outside work

9.5. Markets

Still waiting on the new signs, the Hall is booked out for the next market

Stan will work with Peter to check food handling and products

9.6. Events Committee

Unsung, 17th July. Sunday setting up a stall at the market for marketing, Country Times ad, Institute will handle the bar. 104 sold and capacity 150

9.7. Edithburgh Museum Report

Meeting next Tuesday, a couple of new members. Buick is nearly finished, Garage sales from fruit and veg doing well, Norma McGuire has had a few farewells as she has done the auditing for most of the organisations in town.

Clan Ranald wake soon with Ron Watson on bagpipes. Spoken with Lighthouse keepers and new exhibits coming. Day at the Burgh with sausage sizzles and walks and talks

School furniture donated has been revitalised, work going on out the back and another bbq on Market on Sunday



11.2. JDouglas - liability for volunteers working, if injuries occur without meeting all OH&S protocols. I have noticed lots of chain sawing happening in the park in recent days.

Are we using contractors, or volunteers ? And if so, what protocols have been set to ensure all volunteers are....., (I am aware there are other people than Sam and Terry working there)

Firstly are they recorded and Secondly do they meet all the safety protocols including training to use chainsaws and wearing all the safety gear

letter to council requesting volunteer requirement guidelines, Parks and gardens volunteer requirements and what courses offered for work safety – J.Dinham

From the Chair

11.3. LT - Thank you to Peter for doing my duties at the Volunteer Morning Tea, I had to work whilst my husband was volunteering! I have had a couple of people thank Progress for the invitation and that they appreciated it.

11.4. LT - Defibrillator - Bowls club defibrillator has been put down at Sultana Point whilst we organise to replace pads in that machine as it was required to be used during the week. Peter has put a note saying where the next closest machine is located as there are 2 more close by and we didn't want to not have one down at Sultana Point, unfortunately this seems to be a popular location! Klaus will chase up replacements.

More parts are needed and Klaus will order and make sure that they are kept up to date, include the Troubridge Hotel unit in our community group

#64(08/06/2021)

Moved: K.Dawes Seconded: J.Robyn

That the Troubridge Hotel Defibrillator be included in the Progress Community Group for upkeep.

CARRIED



- 11.5. LT - Basketball Club - The Club have decided to order a better quality basketball ring than what they originally presented to Progress and they will make up the difference in price. as this had already been approved for the original quoted price I have asked a Sue/Belinda (Finance) to make this payment, so this should be happening soon.
Purchased and money distributed
- 11.6. LT - Football Club - Thank you to Kate Martin and Kay Barlow for helping with some grant applications for the football club from me and that Committee. The Football Club have had an AGM, and have a completely new committee that are very motivated to Improve this facility and fundraise. We too have had to source EFTPOS facilities as these days it is just a must or you miss opportunities to make money and have now been successful in that. Our training block is here at the moment and we are doing well with people attending teas on Thursday nights and have our first home game on Sat June 5th and training he will continue until our last Edithburgh Home game on July 3rd. would love to see you all at the games! We also have had many volunteers helping in the kitchen and bar, it is good to see great community spirit.
- 11.7. LT - Caravan Park - lots of positive feedback people staying at the Caravan Park. well done to Sonya and Shane, doing a great job.
- 11.8. LT - Progress Membership - Jen can you get a list of members that finish their term this coming AGM so that we know how many positions we will have vacant and give those members an opportunity to think about whether they want to renominate for another term.
Lesley Tilbrook – 1 year Term
Peter Bartram (Vice Chair)
Keryn Dawes
Mick O’Connell
Stan Szczypiorski



Jen Robyn

Kara Johnson

Kate Martin

Peter Dixon

Liz Daniels – Due to nominate as was appointed mid year

Jin Douglas – Due to nominate as was appointed mid year

1 position vacant

Note in Cooe to advertise nominations – J.Dinham

- 11.9. LT - finance Meeting - It was discussed at a meeting that Michael, Stan and myself had with the Finance Gurus that every subcommittee (working party) of Progress needs to be accountable not only financially but via reports. I believe therefore we need to ask that for each meeting we need a written update on matters and finances sent to the secretary 1 week prior to the agenda going out, I am not sure this needs to be monthly, could we discuss this and make a decision at the meeting for the future. This means we should all be up to date with what the working parties are doing and how the finances of these groups are progressing. This will also save a bit of time at the meetings if we are all UpToDate. I think this means - Caravan Park Working party (which already happens), Day at the Burgh, Events Committee, Fishing Club?, Parks & Gardens?, Markets?, any others I am not sure of. the Museum and Institute are not working parties of Progress so not required. we would like it to clearly show each committee in the new financial year what they have allocated in the budget and what has been spent to keep on track and make plans.

- 11.10. Nola O’Connell – Clydesdale Horse request

Liz Daniels spoke about this project

Proposal is to work with the museum for the 150 anniversary. Museum has some funding to restore the cart and the Clydesdale would be put in front of the cart.

Request is for Progress to donate \$10k as well as seeking other funding from elsewhere

Looking at the heritage of the area and looking to increase awareness of the towns



history

Seeking 10k from Progress and looking to launch in April 2022

Museum have agreed in principal to support the project

Cart needs to be moved and restored, looking at a new site for both

#65(08/06/2021) **Moved: J.Robyn Seconded: S.Szcypiorski**
That the Progress agree to \$10,000 in financial support in principal,
awaiting the development approval from Council.
CARRIED

11.11. Museum and Bakehouse – EFTPOS request

Bank SA has been used by the football club \$40 per month and percentage of the sales

Tyro not suitable as the footy club are incorporated but Tyro sent the machine anyway, no monthly fee but a percentage of the sales, Good on reporting as well

will send Keryn details on Tyro that Kate Martin has forwarded to Progress – J.Dinham

11.12. Jin Douglas – Shark fishing from Jetty

John and Jin are looking to Council to ban shark fishing from the Jetty, suggest that the best way to pursue this is by public consultation or perhaps something in the Cooee to gage public opinion, Progress will support them

11.13. Request council to have a meeting of the swimming pool committee

Suggest the Edithburgh Pool Committee meet prior to Council meeting to try and get something moving, look at grants and build a strategy

Letter to Council requesting meeting of the Swimming pool Committee – J.Dinham

11.14. LT - Purchase Orders

the idea is that anyone spending money on behalf of the Progress has to use a purchase order is so that there are questions raised on what is purchased and where it is purchased from.



The purchase order needs to be obtained prior to purchase and not after the purchase.

Phone confirmation of the purchase order can be arranged as well

11.15. Send Liz a copy of grant emails and council notification – J.Dinham

11.16. Email correspondence -if you are copied in to an email, please don't respond unless it is addressed to you. If it is a motion, then respond but otherwise it is for an update only

11.17. LD - Caravan Park website

Looking at revamp with Shane and Sonya
fees need to be update, tariff needs to be updated – Jen Dinham can do this
Motion for update 2500 – 3000 budget

#66(08/06/2021)

Moved: S.Szczyprorski Seconded: K.Dawes

That the Progress budget allow an update of the Caravan Park website of up to \$3000.

CARRIED

Email Motion and Vote

It was decided that the Caravan Park Managers need to have separate credit cards for ease of use.

#67(11/06/2021)

Moved: P.Bartram Seconded: L.Daniels

That the Caravan Park Managers have 2 Credit Cards with a limit of \$2000 for each one. The current PrePaid Credit Card will be retained for the Progress Associations use and held by Jennifer Dinham.

CARRIED

MEETING CLOSED

9.50PM

LESLEY TILBROOK – Next meeting July 13th 2021

