



Minutes of meeting  
Held in the Edithburgh Institute  
On 10 August 2021

## Subject to Confirmation

**PRESENT:** Peter Bartram, Keryn Dawes, Peter Dixon, Stan Szczypiorski, Liz Daniels, Jin Douglas, Jen Robyn, Mick O'Connell, Jen Dinham (Minute Taker)

**MEETING OPENED** 7.30pm Peter Bartram (Vice Chair)

**1. WELCOME**

**2. APOLOGIES** Kara Johnson, Lesley Tilbrook, 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 13 July 2021**

**#68(13/07/2021)**

**Moved: K.Dawes Seconded: S.Szczypiorski**  
**Minutes from the Edithburgh Progress Association meeting held on 13 July 2021, as circulated, be taken as read and confirmed as a true record.**  
**CARRIED**

**8. MATTERS ARISING**

- 8.1. Insurance Policy Review  
Council will do a walk around of the Park to identify what is covered by Council and what is Progress' responsibility





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### 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 for July is \$82'812 compared to \$106'436 the previous year. Covid lockdown for 7 days will need to be taken into consideration when comparing financial years.

The April to June BAS has been completed and lodged.

Adjustments still need to be undertaken for some Accrued payments including ATO, Aust Post, Australian Park Licence, Booking.com, Expedia, Hart Bros, Insurance, Power Direct, Rapid Detail, S & S Fowles F/Trust, T Whittingham and DCYP., Along with Depreciation calculations for capitalised purchases. This should be completed this week and then the accounts will be ready for the auditor.

Operating expenditure was \$42'911 compared to \$37'169 in the prior year.

The original BANK SA emailed application for credit cards for the Park Managers has gone missing BankSA's end and has had to be re-applied for manually including Financial Information.

Information was received regarding the grant money available to workers that had loss of income due to the Covid lockdown. This application needs to be applied for by the individuals not the Caravan Park or Finance.

### Budget

After liaising with Stan and getting a copy of the CPWC/Park Managers Budget/Wishlist we have included a "DRAFT" budget that we would like you to look through and note any changes that are needed. We will then make the necessary changes our end.



You will note that the Edithburgh Events Group has been left blank – this is intentional as we do not know what is expected as far as income and expenses goes. This is more of a reporting budget after the fact. This will be updated after each event.

Gary has been given a “DRAFT” budget for the DATB committee to work with. If you feel this needs amending please let us know.

Can we please ask that we get monthly copies of the CPWC/Park Managers minutes so that we are aware of any changes and updates as we have been a bit out of the loop in the past few months. We would also like to be included on the Progress Minute Emails – Again to let us know of any changes as we don’t attend the meetings.

We will both be attending the AGM should you have any questions or suggestions.

Request Finance attend the October meeting, Request that M.O’Connell, S.Szczypiorski or L.Tilbrook will liaise with Finance to inform them of any changes to the Budget as a result of Progress meetings and that they be able to make changes relating to the Budget

9.3. Day at the Burgh

Red Cross are sponsoring the Kids Zone, Road Closures have gone through, there were not enough food stalls so have asked more people, music has been arranged, basketball club has been asked to setup and pack up, Helicopter has been organised and the Skydiving is going ahead.

9.4. Cooee

Jen continuing with the publication and Shirley Thompson is keen to take it on

9.5. Markets

People are adhering to the COVID regulations and mask wearing, the Markets have been well attended

Congratulations to Peter and Ronnie as to how well the Markets have been handled under COVID.



## 9.6. Events Committee

### UNSUNG EVENT – EPA REPORT (AUG 10<sup>TH</sup> 2021)

#### Summary

The show UNSUNG was a sell-out with 135 tickets sold, which was a great result – unfortunately due to COVID restrictions tickets sales were constrained back to 75% capacity. No financial profit from event.

#### Report

On Saturday evening 17<sup>th</sup> July the Edithburgh Events Management Group hosted their 2<sup>nd</sup> .... of 4 special events planned for this year – UNSUNG which was a sell-out show having sold 135 tickets– great result.

Unfortunately, the week prior to the show COVID threw a number of curveballs at the organising group having to restrict numbers back to 75% capacity. The restriction required a number of tickets to be refunded, which ultimately hindered the financial bottom-line.

There was no financial profit generated from this event.

Institute again managed the bar with profits going directly to the Institute Committee.

Country times ran an editorial on June 16 promoting the show.

Our next big show BOOGIE MEN 6<sup>th</sup> November @ the Edithburgh Footy Club – the show is being promoted as part of Day of the Burg weekend celebrations.

## 9.7. Edithburgh Museum Report

The Museum is current closed and the AGM has been postponed. Looking at the 17<sup>th</sup> for the AGM and the museum will reopen after that date. The Fundraising lunch was cancelled and looking at dates to reschedule. Strong commitment for talks for both days of Day at the Burgh Celebrations

## 9.8. Edithburgh Environment and Gardens

Gary Dinham has applied for 2 grants and is awaiting to hear the outcome. The Foreshore has been weeded and seeded thanks to Troy Johnson and Terry Braund, and some irrigation has been repaired as well thanks to Gary Dinham. The group has met with Council on several occasions and Council has agreed to spend some money on plants and irrigation for Edith St medium strip.

Request that the money under Town Improvement Fund, which is \$10k, be allocated for use by this committee for the purpose of town improvements, using Purchase orders etc as per usual.

**#71(13/07/2021)**                      **Moved: J.Robyn Seconded: K.Dawes**  
**That the money in the Budget allocated for Town Improvement be made**  
**available for use by this committee.**

**CARRIED**

## 9.9. Councillor's Report



**10. CORRESPONDENCE**

**#72(13/07/2021)**

**Moved: L.Daniels Seconded: K.Dawes  
That the outgoing correspondence be made available in the external  
progress mail account.**

**CARRIED**

**11. General Business**

11.1. LD – Hazardous walking Trail – Cliff erosion  
send through to Council letter warning  
Action – Liz Daniels to send letter through

11.2. Access advisory committee – request for more info for cement slab for disabled cabin  
access to present to access advisory, needs quote to go ahead (remove lawn as well)  
beach access for disabled needs more info

**Meeting Closed**

**9.15 Peter Bartram Vice Chair**

**Next Meeting:14<sup>th</sup> September AGM**

**Email items: Liz Daniels resigned from Progress but will continue working on the Caravan Park Website**

**#73(13/07/2021)**

**Moved: M.O’Connell Seconded: J.Douglas  
That Liz Daniels continues work on the Caravan Park Website .**

**CARRIED**

