



Minutes of meeting
Held in the Edithburgh Institute
On 8 February 2022

Subject to Confirmation

PRESENT: Ronnie Dixon, Jin Douglas, Helen Jolly, Peter Dixon, Mick O'Connell,
Keryn Dawes, Stan Szczypiorski (Chair), Jen Dinham (Minute Taker)

MEETING OPENED 7.31

1. WELCOME

2. APOLOGIES Peter Bartram

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 14 December 2021**

Moved: K.Dawes

Seconded: M.O'Connell

#33(08/02/2022)

That the minutes of the Edithburgh Progress Association meeting held on 14 December, as circulated, be taken as read and confirmed as a true record

Carried



8. MATTERS ARISING

- 8.1. Matters Arising
- 8.2. Review of Action List

9. REPORTS**9.1. Caravan Park Working Group Report**

CPWP Meeting Report - Jen

February 2022

L. Tagging and testing

A letter will be sent by Mick stating that junction boxes are not compliant and will need an appliance inlet connected to the extension cord to be compliant. Patrons given until July L 2022 to become compliant or park access will be revoked.

2. New contract discussion

Draft Permanent and ASL (Temporary) contracts discussed and agreed alterations made. Along with the Storage Van Agreement suggested prices increases of 2% have been included.

Motion:

Moved: M.O'Connell

Seconded: S.Szczypiorski

#34(08/02/2022)

That Progress support a fee increase of 2% for ASL, Permanent and Van Storage Agreements.

Carried

4. New CPWP Rep

Two people have expressed some interest. Nomination form to be sent out and returned before the next meeting.

5. Cleaning up of sites

This is an ongoing issue for some sites. Pictures sent to some Principal Occupants have resulted in action, while some thought it was up to the park managers. Martin to emphasise that site maintenance is up to the Principal Occupant.

6. Storage/Staff amenities

Waiting for Allan Cotton to complete design work.



7. Gas regulator

Mick spoken with Andrew McCann from the Office of the Technical Regulator and Steve Dumesny (plumber who installed taps and hot water services), to set up a meeting with Sonya, Shane, Stan and Mick to fix compliance issues.

8. Assistant Manager Proposal

Martin suggested employing an Assistant Manager couple working around 2 days a week covering sickness and annual leave for minimum wage, during the period of Xmas to Easter. Sonya said that the period between 20 December and 6 Jan very busy with Covid compliance adding to the workload.

9. Jumping pillow

A cover is needed as it gets too hot to use during the day.

Action: SS to contact the old school owners about the shade structure that is installed over the playground equipment.

10. Southern end land

Ask Council to get the government department responsible to clean up the area then review if the park can use this area. If so, the park will ask council to gain ownership and add it to the lease.

11. Locks on amenities

Suggestion that 160 keys be purchased for patron entry to lockable southern amenities block and ensuite amenities. Request to be taken to Progress.

Moved: M.O'Connell

Seconded: R.Dixon

#35(08/02/2022)

That Progress support the purchase of locks for the southern amenities and ensuite amenities and 160 keys.

Carried

12. Card entry to park

Suggestion to go from keypad entry to card entry as this will allow knowledge of who is in the park at any one time.

Moved: M.O'Connell

Seconded: K.Dawes

#36(08/02/2022)

That Progress support the implementation of a card entry system for the Caravan Park boom gate.

Carried



I-3. Extra hours for Bron and Travis

Very busy outside prior to Xmas getting the grounds prepared therefore Travis given hours. Sonya did not take her two days off per week during the very busy Xmas period - more than one person required in the office during this period.

14. Response to Council Recreational Vehicles in the town feedback request

Council requesting feedback regarding recreational vehicles free parking in the town.

Response:

- o Not be allowed in a town with a caravan park
- o Caravan Park pay fees to the Council, but free parking sites would avoid this
- . Unpowered overflow can be catered for across the road on Council land and managed by the Caravan Park

Motion:

That a summary of Progress feedback on recreational vehicle camping in Edithburgh be sent to Council (***covered in General Business***)

15. Spot sprayer

Currently borrowing a 100L sprayer but enough work to have our own. YP Ag have a 225L spot sprayer for \$971. CPWP approved the purchase from within the budget to come from Minor Equipment.

16. Fish shelter

Quote received for \$3476.00 to clean and repaint the fish cleaning shelter. Suggested to wait until the March Finance meeting when current budget progress discussed.

17. Entrance spruce up

Quotes of \$2563 and \$748 received to paint the entrance and house yard fence. Suggested to wait until the March Finance meeting when current budget progress discussed.

9.2. **Progress Financial Report**

Finance was not discussed at the meeting as members did not receive the report due to email issue on the Progress Admin side

FORD McCARTHY & ASSOCIATES

ABN 88 471 591 794

finance@fordmccarthy.com

To: Edithburgh Progress Association Inc

From: Ford McCarthy & Associates



Meeting Date: 8th February 2022

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 (with last year)
- * 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 December 2021 and December 2020
- * Occupancy Rates January 2021 and January 2022

General Business

Commercial income at 31st January 2022 is \$664764 compared to \$610020 the previous year.

Operating expenditure at 31st January 2022 is \$468903 compared to \$423321 in the prior year.

The above figures do not include the capital items/plant which come to a total of \$124879.

The cheque account has a balance of \$115110, The Express Saver Account has a balance of \$188615 and the Future Community Projects Fund has a balance of \$140649.

Edithburgh Community Grants

Below is a summary of Community Grants that have been awarded over the past ten years.

2011/2012

Edithburgh Sports Club	Upgrade Lighting	\$ 3,000
Honiton Cricket Club	Upgrade Cricket Nets	<u>\$ 2,000</u>
		\$ 5,000

2012/2013

Edithburgh Museum	Mural	\$ 1,000
Edithburgh RSL	Contribution towards portable dance floor	\$ 675
Edithburgh Sea Rescue	Boat Wash/Motor flushing facility	\$ 500
Edithburgh Institute	Contribution towards solar panels	<u>\$ 1,000</u>
		\$ 3,175

2013/2014

Edithburgh CFS	Contribution towards Fire Truck Restoration	\$ 2,000
Edithburgh Museum	Computer Upgrade	\$ 1,000
Edithburgh Sports Club	Upgrade Goal Posts	\$ 750
Reading for the Blind	Computer Upgrade	\$ 750



Honiton Cricket Club	Upgrade Uniforms & Equipment	\$ 750
		\$ 5,000
2014/2015		
Honiton Cricket Club	Installation of Irrigation System	\$ 3,000
		\$ 3,000
2015/2016		
Friends of Troubridge Lighthouse	Contribution towards renovation	\$ 2,000
Edithburgh Museum	Contribution towards shed Installation	\$ 2,000
Edithburgh Institute	Contribution towards Supper Room Upgrade	\$ 1,000
		\$ 5,000
2016/2017		
Edithburgh Sea Rescue	Sea Rescue Lights	\$ 3,000
		\$ 3,000
2017/2018		
Mission to Seafarers	Memorial Garden	\$ 1,220
Edithburgh Tennis Club	Upgrade Rain Water Tank	\$ 950
Edithburgh Museum	Upgrade Matthew Flinders Memorial	\$ 830
		\$ 3,000
2018/2019		
Edithburgh RSL & Bowling Club	Replace Power Board	\$ 2,500
Edithburgh Museum	Buick Restoration	\$ 1,700
Edithburgh Institute	Hall Tables	\$ 780
		\$ 4,980
2019/2020		
Edithburgh Basketball Club	Replace Backboard	\$ 3,740
		\$ 3,740
2020/2021		
Honiton Cricket Club	Replace Nets	\$ 1,500
Edithburgh Sea Rescue	Retrieval Dummy	\$ 1,500
		\$ 3,000

9.3. **Day at the Burgh** – Helen Jolly

report distributed earlier

Request for continued funding for the day at the Burgh will be reviewed at the next meeting – would like to look at the financials again

9.4. **Coote** – Keryn Dawes

Need a list of the advertisers in order to keep the charges correct and Keryn and Terry are coordinating this for Finance.

9.5. **Markets** – R.Dixon

Report

Markets Held on Sunday 9th January 2022

Booked in 10 stallholders outside on lawn area with Marquee

The Main Hall was not used



Supper Room – Booked in 5 stall holders
 Finances received: \$175.00. Less \$40.00 petrol money for Peter Dixon
 For setting up and taking down Edithburgh Market signs
 All stall Holders had their own insurance
 Summary

Considering down in number of stall holders due to Covid it was a good attendance.
 The Oyster Van was another success and as we can no longer have the Van on the lawn they were happy to set up in the drive way of the Institute.

Due to the uncertainty of Covid we have decided to hold our next Edithburgh Markets on the Sunday 13th March as Blues Music Show will be held on the Tidal Pool lawns on the Sunday 13th March and I have been advised by Gary Weekly they will not be available for the Markets.

9.6. **Events Committee** – Szczypiorski, M.O'Connell

Quiz night to run on March 19th (tentatively)

9.7. **Edithburgh Museum Report**

Museum has been closed due to COVID concerns from the volunteers. It will reopen soon.

Looking at additional space but needs funds.

9.8. **Tidal Pool**

Quote for \$2695.00 for a certification for the Shark Barrier from MAGRYN

Moved: K.Dawes

Seconded: M.O'Connell

#37(08/02/2022)

That Progress support the Tidal pool Committee and Council in using the Tidal pool funds to go ahead with report for the Shark Net Certification.

Carried

9.9. **Edithburgh Environment and Garden Committee** – Jin Douglas

report distributed earlier

9.10. **Councillor's Report** – Adam Meyer

Not Present

#38(08/02/2022)

That correspondence in and out as tabled be accepted.

Carried

10. General Business

10.1. MC – Free Camping at the Oval



Council approached Progress about Free Camping at the Oval, the Council were not informed of this and water was used, toilets were blocked and rubbish was left. Progress passed the motion that camping was not supported on the oval. Council sent a rep to Edithburgh and stopped the free camping resulting in bad feelings and negative reviews of Edithburgh from the campers moved on.

Edithburgh Caravan Park is looking at an overflow space for 1 night stays opposite the caravan park

Moved: M.O'Connell

Seconded: K.Dawes

#39(08/02/2022)

That Progress (S.Szcypiorski and M.O'Connell) send a formal letter to Council stating that we are against free Camping anywhere in the town other than a designated space that may be set up by the Caravan Park.

Carried

10.2. RD – Upgrade of Sheds on Edithburgh Jetty



Progress to send a letter re concern about the state of the sheds and that they are willing to contribute funds to replace the sheds before the 150th of the Jetty in March 23

Action: J D to write letter

10.3. J Dinham – submitted Council request for paving along Edith St to Council Budget Planning

10.4. Disabled Table at Playground – John Edwards requests a letter of support from Progress Association for a disabled table at the playground and the relocation of the current table and seats to the Foreshore near the Golf Course entrance and he will submit it to the Access Advisory Committee

Action: JD Letter to council

10.5. Pruning of shrubs is required on the Western side of the Caravan Park, John Edwards is

happy to do the work and Progress would like to engage John to do so.

- 10.6. Nick Hoskins – Cemetery entrance fence needs replacing and offered several options – angled top, solid recycled plastic and painted white

Action: JD to write to Nick Hoskin



- 10.7. Covid isolation – For people in quarantine, Shopping at Foodland is available, SA Health calls daily, Yorketown Hospital give a care pack with essentials

Action: JD to put on FB page

- 10.8. Jeffrey Robinson Memorial Garden in the Flora Park – need water reconnected near entrance, there was a line and after a leak, the line was disconnected instead of being repaired – letter to Council requesting this

Moved: K.Dawes

Seconded: H.Jolly

#40(08/02/2022)

That a letter be sent to Council requesting water be reconnected near the entrance to the Flora park.

Carried

- 10.9. Public Liability insurance for Friendship group – perhaps the institute can cover it

- 10.10. Progress Association Chairs – The Stansbury Progress Association applied for funding for Progress Chairs to get together to discuss the Stansbury Shag issues. SS said it was great to speak to other Progress committees Chairs to share what are the issues they are facing.

- 10.11. Order Books – Stan, Keryn, Liz – more information is needed on the purchase order forms for finance.

- 10.12. Nick Hoskin

Repainting of the rails around the Jetty and the foreshore Carpark – Council will supply the paint but can't assist with labour and as it will be a recurring issue, can Progress commit to continuing to paint the rails as needed.

Progress happy to support the painting of the rails and will continue to paint them as needed through their volunteers.

Action: JD to reply to Nick Hoskin

10.13. Cheryl Lucas

Request to access funding from Progress for a Community charity project to provide financial support to the children of families in need attending the Yorketown Area Junior and Primary school.

The financial support will be used to provide children in need with school clothing, shoes, coats etc as well as funding for school excursions and trips away.

Action: M.O'Connell - Further information is required before a decision is made and Mick will follow this up

JD to let Cheryl Lucas know what is happening

10.14. FaceBook Page – Jin Douglas would like more variety in the photos. Jin left early before this could be discussed but has since agreed to send photos through to be posted.

MEETING CLOSED - 10.20 By Stan Szczypiorski
DATE OF NEXT MEETING – 8 March 2022