

Subject to Confirmation

PRESENT: Annabel Latham, Tash Giles, Keryn Dawes, Michael O'Connell, Terry Wendelborn, Stan Szczypiorski (Chair) Jen Dinham (Minute Taker)

MEETING OPENED 7.39pm

1. WELCOME

2. APOLOGIES Michael Trainer

3. VISITORS Joan Bannon, Shirley Thompson, Sue Hancock

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 12th July 2022

Moved: K.Dawes

Seconded: M.O'Connell

#73(09/08/2022) That the minutes of the Edithburgh Progress Association meeting held on 14 June 2022, as circulated, (with alterations as noted) be taken as read and confirmed as a true record.

Carried



8. MATTERS ARISING

- 8.1. Sent out letter to sub committees with work requests for Volunteer – nothing returned by email but several verbal suggestions including assisting with the Flora Park, assisting with the Market setup and packup, assisting with the EEWC as needed. Progress are happy to loan Leigh to the community groups for small amounts of time.

27th Aug Goldsmiths Beach doing tree planting and request Leigh our Volunteer to assist

Action: Michael Trainer and Tash Giles to coordinate

- 8.2. Request Finance to attend the next meeting - accepted
- 8.3. Purchase additional Marquees x 4 – done
- 8.4. Review of Action List

9. REPORTS

9.1. Caravan Park Working Group Report

CPWP Meeting Report August 2022

1. Tagging and Testing

We still have 4 sites not tested with two more failing tests. Site holders not allowed to visit unless meeting with a person qualified to Tag and Test or a qualified electrician to rectify the problem. Letter sent to the two Principal Occupants where the test has failed.

2. PIN entry

All old PIN codes have been deleted and ASL's now get a new code each visit. New underground loops to be installed plus PIN pad reader poles and bollards. Progress had approved \$15000 for a new card system which is no longer required.

That Progress approve a quote of \$8841.36 for SYP Security Services to install vehicle detection loops and PIN pad reader poles and bollards.



Moved: M.O'Connell

Seconded: K.Dawes

#74(09/08/2022) That Progress approve a quote of \$8841.36 for SYP Security Services to install vehicle detection loops and PIN pad reader poles and bollards.

Carried

3. SA Parks Conference

Sonya and Shane attended and enjoyed networking with other managers and connection with trade suppliers. Guest speakers emphasised the importance of investing in and upgrading of caravan parks to benefit the local community. They would like to explore more of the features of the RMS booking system. Next year the recommendation is for at least one CPWP member to attend, along with the managers.

4. Caravan Park expansion

The Council Recreational Vehicle Strategy for Yorke Peninsula has been passed through Council. A key outcome for Progress is for no free camping to be allowed within 10km of an existing caravan park. No outcome yet on our request to expand the park.

NEW RV overnight facilities must be more than 10km radius of an existing caravan park unless approved by the caravan park. Seven submissions were received from across peninsula about free camping. There were 3 from Edithburgh – The Edithburgh Sporting and Community Club, a combined business one (Edithburgh and Troubridge Hotels, Location Café and Edithburgh Newsagency and Deli) for free camping at the oval and one from Progress.

5. Jumping pillow seating

Seating around the jumping pillow is being installed this month.

6. Quarterly fees

All quarterly fees are up to date.

7. Spare keys

Managers still chasing a few ASL sites for spare keys.

8. Fish shelter and entrance

Painting to be completed Oct/Nov

9. Concreting projects

Concreting projects have commenced and will be completed by the end of the month.

10. Storage/Staff Amenities

Still waiting on quotes. Managers trying to get other quotes.

11. Price increases

The following items have not increased in at least 3 years:-



Washing machine \$4 to \$5, Dryer \$3 to \$5, Boat wash \$7 to \$8, Shower \$7 to \$8
 trying to break even as the past 12 months there was a slight loss
 That there be an increase in the price of using the washing machine, dryer, boat wash and
 shower as listed.

Moved: M.O'Connell

Seconded: K.Dawes

#75(09/08/2022) That Progress approve an increase in the price of using the washing machine, boat wash and shower by \$1 and the dryer by \$2.

Carried

12. Powerhead PE Sensors

32 powerhead lights remain on 24 hours a day. PE sensors to be installed to allow them to be only on at night saving power.

13. New blinds

The blinds in 4 Seaview and 2 Spa and an Ensuite Cabin are broken, dirty looking and old and need replacing.

The quote from York Carpets of \$7802 was accepted to replace the blinds in 4 Seaview, 2 Spa and an Ensuite Cabin. This is part of the budget.

Occupancy rates getting back to preCovid levels

Question asked about booking systems and who Progress employ:

use Gday parks and bookings.com

bookings through our own website in busy times and only use the others in quieter times.

If they call direct, they may get a special depending on the occupancy of the park

Who we employ, Jen Dinham, Ford McCarthy, CP managers, cleaners (2 main and 2 part timers and 1 cleaner/office) Bron 2 days per week when Sonya out of the office.

9.2. **Progress Financial Report**

The Financial reports were distributed to all Committee Members and accepted.

Sue Hancock from Ford McCarthy was present at the meeting to answer some queries the committee had.

Rather than many people asking questions of finance, decided that questions should be going through SS and MO and they will liaise with finance to save the same questions being asked time and time again and answers can go through the minutes



Caravan Park Queries

Ice going through a separate line but were in sundries – will be changed to it's own line – Sue has spoken with Sonya and will follow this up

Monthly profit and loss sent out

request of break up of wages and salaries as currently shown as one apart from managers. Cleaners, admin and relief staff in wages and salaries, currently admin and cleaners are shown separately on the monthly budget.

Wages took a big jump in May – relief managers wages show while continuing to paying the manger as they are on leave. Relief manager has weekend rate, night rate and on call as well. Sue will look into the reason and get back to the committee.

March and August managers increased wages – Sue will check but could be 3 fortnightly payments for those months

Please send through profit and loss monthly as this is helpful

Processes in place to ensure that everything is above board -

the park sends in invoices weekly, they get printed, entered into MYOB, sent through to authorizers and then paid. Same system for the credit cards but monthly.

2 signatories for payments, payments done and receipts put in drop box

Double payments came about through Invoices coming through via email and then the same invoice came through from the park so double payment occurred – once found out, current system came about. Invoices only through email now so situation won't arise again.

Sue has a spare square that can be signed over to Progress to use for events – Tyro has a better option as in the device is not reliant on another device and the rates are cheaper than the square option. Option to log in to see what has gone through the machine.

Tyro looks like a good option as a backup device

Action: JD to investigate Tyro and report back

More details on the CP budget lines:

The Sundries line incorporates souvenirs and ice, and there is also a rewards line that is separate for GDay Parks and gives a commissions or new members

Advertising, website and subscriptions – Aust park license for caravan park



Suggest that there may be a different way to solve these financial questions rather than spending meeting time trying to explain the budget to new members.

Perhaps having a finance meeting as a separate meeting would be an idea.

Members feel that answers have been shared to the extent that all members are happy.

Before the AGM the budget is tweaked and then comes back to the committee using the long term financial plan. The budget can't be done until after the audit.

Will look at having a separate meeting to address the budget

SS stated that the budget development process used in the past involved the Chair, Vice Chair and a representative of the CPWP, who met with Finance to develop the budget. The budget was then made available to all Progress members for any changes, additions and ultimately implementation. Given that the current Chair & Vice chair are on the CPWP, SS suggested that Michael Trainer be invited to join this group to represent the broader Progress areas.

Day at the Burgh budget – 5k for daytb from Progress 2001 used for Twilight Blues, 5K for datb for this year. Progress money donated to a subcommittee that is not used in that financial year will not be rolled over.

Tidal Pool money will be rolled over every year and accrued

9.3. **Day at the Burgh**

Food vendors booked – MBC, First Fruits Grazing, RSL, Stansbury Woodfired Pizzas, MOG BBQ, Slades Glade, Food for Life

music – Trav Collins, Aust Army Band, Cruizin Blues, Bill Clarke Sextet (possible)

Childrens entertainment – Glen the Junk Man, Circus Element, Open Mic

Helicopters booked, Museum talks, Troubridge beer gardens

Flaming sambuccas at the Football Club on Saturday night

Art Exhibition, markets on Sunday

Question asked if the Edithburgh Hotel was given the opportunity to be involved in a beer garden this year.

Committee suggests moving the beer gardens opportunity around between Troubridge, Edithburgh and Location, and also ask wineries and gin distillery and watsacowie,

Tash will send info through to the committee to suggest other options



9.4. **Cooee**

Cooee looks very good against other towns newsletters, Good work to Shirley and team and great to have her be a part of the Progress Committee

9.5. **Markets**

Joan Bannon is now the rep

Money to bank for the past markets, last market very full, lots of people and looking to have a market meeting with all stall holders after the next market.

Advertising going well in the Cooee and the paper. Hours changed from 9 – 2pm and new signs showing this. Setting up on the Sunday, the Progress volunteer to assist with setup and packup.

Question: Are the markets looking to get bigger

JB - rather than getting bigger, looking at higher quality work and being selective rather than cheap imports, looking to implement new rules so stalls are not doubled up, adding a health food stall to keep up with changing attitudes, if you are a local stallholder, you will need to come regularly and not just when you feel like attending

Suggest having written rules so they can be handed out to stall holders

Decisions are now made by a committee rather than just one person, perhaps a story in the Country Times about the change of times and a feature

9.6. **Events Committee**

Something in the pipeline with a raffle and an event to come.

9.7. **Edithburgh Museum Report**

AGM held and all members returned. Jetty truck is on hold at the moment as the Men's Shed guys are busy with something else, 50th Anniversary in Nov and a dinner to celebrate will be in Oct with Life Memberships etc announced.

9.8. **Tidal Pool**

Chris Johnson and the Tidal pool Committee are trying to push Council to have the swimming enclosure in place for the Oct long weekend.



9.9. **Edithburgh Environment and Garden Committee**

Planting has happened and the planting with the Australia Post grant money will go ahead prior to Day at the Burgh and will include the barrels outside the post office.

9.10. **Councillor's Report**

Nothing again this month even after an email request from the chair to have a written report if the Councillor can't attend in person.

Moved: K.Dawes

Seconded: M.O'Connell

#76(09/08/2022) Progress request representation at our meetings and better attention to emails.

Carried

Action: Stan to send email to Adam

10. Correspondence

10.1. **Correspondence In**

10.2. **Correspondence Out**

Moved: K.Dawes

Seconded: A.Latham

#77(09/08/2022) That the correspondence in and out as tabled be accepted.

Carried

11. General Business

11.1. **Clydesdale Horse Sculpture**

Council has agreed to the location of the sculpture in Edith St and will extend the median strip by 30m

11.2. **Road Closure Traffic Management**

Progress will reimburse Wayne Whitmarsh and Tom Edwards for the Traffic Management Course they attended.



Suggest that a course be run in Edithburgh to have more people qualified and that surrounding towns be invited to send people as well. Civil Contractors Training may be interested and KD will approach them to ascertain the cost. Already have some people from Stansbury interested in attending. Need to know the minimum numbers to allow the course to proceed but currently have 7 interested parties. Council run one in Maitland once a year. Can advertise on FaceBook for anyone interested to let us know.

Action: KD to enquire with Civil Contractor Training, JD to put the information on FaceBook and advise the CFS that new signs can be purchased and Progress will pay for them

Moved: K.Dawes

Seconded: M.O'Connell

#78(09/08/2022) That the Traffic management Course be run out of Edithburgh and that new Road Closed Ahead signs be purchased.

Carried

- 11.3. **Art Group** – Request to purchase a square device that is connected to Progress bank account for use at Art events for eftpos transactions.
Discussion about the use of the current eftpos and the benefits of a Square device vs Tyro
Action: JD to investigate Tyro as a better option due to lower fees and a Square device not being able to be used by an incorporated body

- 11.4. **Donation button on website** – offer secure donations with 1.5%
Donation point go – uses qr codes to go to a donation page so can be used on the website and used in promotional material such as day at the burgh – users can pay by apple pay, google pay and credit card. Donation page can be customized so that 5 preset amounts can be used eg \$5,10 or 20
Aust products used by more than 700 charities in Aust

Moved: K.Dawes

Seconded: A.Latham



#79(09/08/2022) That the Donation Point Go QR Code be set up to be used for donations for Progress.

Carried

- 11.5. **Letter from Peter Bartram** re Fuel options in Edithburgh if the Deli is sold and the Service Station closes down. This was also a concern to the Divers as the air tank filling station is located at the Service Station and divers would have nowhere to refill their tanks.

There is hesitation from Progress to take over air filling from an insurance perspective, one option would be for the IGA to do the air refills.

Approach Adelaide dive centres with the problem, approach YP tourism with the issues, put it to dive clubs, several members to meet with local diver to discuss options, no real options for the fuel problem.

Action: members to speak with divers and clubs and come back to progress, KD to arrange for a couple of members to speak with a local diver to discuss options.

JD to send a letter to peter re thank you

- 11.6. **Progress AGM** - Cost for coming years membership for Progress members – fee has been waived for the past 3 years

Membership: 23 members

Committee – SS, MO, KD due for renewal 2023

NG, AL, TW, MT – standing for 2 year nominations

ST and JB 1 year nominations

Action: JD to check act to see if paid membership is a requirement

- 11.7. **180 Degrees** – The final part of the contract was for the group to do costings on projects around the town.

Suggestions from the committee –cost foreshore shelter upgrades, pool bbq shelter, foreshore irrigation, walking track from Caravan Park to flora Park, footy oval and then linking with the jetty/ walk the yorke, shade for the pool, pump for the tidal to flush and repairs for the western wall of the tidal pool, balustrade lighting along the foreshore, skate park or pump track –behind the caravan park



and a shelter near the fishermans jetty

Action: JD too write to 180 Degrees requesting this final part of the contract

- 11.8. **Letter from Steve Simmonds** re the Jetty's 150th celebrations – Steve offered to arrange a diving exhibition with period diving gear and would also like to have the date of the celebration.

The committee would like to agree in principal but will make a decision closer to the event once the date has been decided by the Museum Committee

Action: JD to write a letter to Steve Simmonds thanking him for the offer and expressing their interest

- 11.9. SS – **Scenic Frame** – would like to see the signage more prominent

- 11.10. **Letter from Stephen Goldsworthy** re the Playground Toilet Block plumbing problem

Progress will wait to see the Plumbers report

MEETING CLOSED

10.13

By Who S.Szczypiorski

Date of next meeting – AGM 30th August 7.30pm

