



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

## Subject to Confirmation

**Present:** Keryn Dawes, Lesley Tilbrook, Nola O'Connell, Mick O'Connell, Michael Trainer, Stan Szczypiorski (Chair), Jen Dinham (Minute Taker)

**Meeting Opened** 7.35pm

**1. Welcome**

**2. Apologies** Shirley Thompson, Terry Wendelborn

**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 11 Oct 2022

**Moved:** M.Trainer

**Seconded:** K.Dawes

**#15(08/11/2022)**

**That the minutes of the Edithburgh Progress Association meeting held on 11 October 2022, as circulated, be taken as read and confirmed as a true record.**

**Carried**

**8. Matters Arising**

8.1. Tidal Pool Insurance – No Insurer can be found  
*Action: KD to speak to Fraser Ellis*



- 8.2. Outdoor Assets – only covered by Council if donated to Council, nothing listed with LCIS  
Look at what assets we have and they can be covered by public liability if specified  
Scenic Frame, wine barrels, mosaic trail,  
*Action: JD to look at process for gifting items to council*
- 8.3. WheelChair Access table ordered – requested with Nick Hoskins re concrete slab on foreshore for new placement of old table
- 8.4. Chasing Tyro – email problems
- 8.5. Advised multiple agencies of Jetty 150<sup>th</sup> Date
- 8.6. Grant applications on Facebook and Cooee
- 8.7. New Copier arranged
- 8.8. Workzone Training -
- 8.9. Passed on Leigh Stanbridge’s number to MT and MO  
*Action: MT needs new contact list*
- 8.10. MT to deal with YP Council re the Loan  
MT spoke with finance officer – fixed repayment loan, fixed repayment is included in the loan and can’t be changed  
Can have multiple loans at a time so we may look at an additional loan
- 8.11. Sub committee docs in the Dropbox but need to write new ones for the new sub committees.  
Nola would like to have names clearer but the Constitution allows for either working party or committee for sub committees.
- 8.12. Tidal Pool leak  
Needs to be looked at for summer, and cleaned  
*Action: JD to ask Council re leak and cleaning*  
*Action: Access Advisory party minutes needs to go to stan*
- 8.13. Jumping pillow age and how much usage  
low priority
- 8.14. Remembrance Day Wreath from Council arranged and Mayor Braund will collect and lay it
- 8.15. Accepted resignation of AL and NG from last meeting

**Moved: N.O’Connell**

**Seconded: K.Dawes**

**#16(08/11/2022) That the resignation of Annabel Latham and Natasha Giles be accepted.**

**Carried**

- 8.16. Review of Action List



**9. Reports**

- 9.1. Caravan Park Working Party Report – M.O’Connell, S.Szczypiorski, T.Wendelborn

**CPWP Meeting Report  
November 2022**

1. BBQ  
A bbq will occur in the Caravan Park, at the southern end, on Sunday 4 December at 12 noon, preceded by a walk-a-round by Progress members at 11.00am. Meat and salads supplied but bring your own drink.
2. Northern Amenities upgrade  
Trying to get a quote
3. Park Manager update  
The panel consisting of Stan, Lesley and Mick has short listed applicants with interviews on Friday. Muriel Scholz, from Council, will join the interview panel. Kym and Louise Stone will fill in for at least two weeks if we need them given Sonya and Shane leave on 20 November.
4. Storage/Staff Amenities  
Awaiting a quote
5. Caravan Park expansion  
Waiting on a reply from Council confirming the area available for expansion. Initially it will be for the overflow during busy times, but long term the ASL’s will be relocated. A plan will need to be developed along with consultation with properties near-by.
6. Hand over  
Mick and Stan to spend a day with Sonya and Shane to go through a variety of things to make the transition to the new managers as smooth as possible.

Approval for new contract conditions for Park Managers

**Moved: M.O’Connell**

**Seconded: N.O’Connell**

**#17(08/11/2022) That Contract Conditions for new Caravan park Managers be accepted.**

**Carried**

9.2. **Progress Financial Report**

The report submitted from Ford McCarthy has been scrutinised by the committee

Some of the lines in the budget for CP amounts were showing as being over even though the amounts were set aside last year but not spent, there is now a new page showing where budget lines are over but are within the previous budget. This will make it so it can be tracked and if costs go over, it will be shown there.

Some of the fundraising lines are a bit confusing as they don’t show any amounts that are carried over, Mick to speak to finance.



9.3. **Day at the Burgh** – T.Wendelborn

Road closure – Deli intersection needs to allow traffic through so they can buy petrol so this will need to be modified for next year.

Suggestion that the helicopters relocated to oval as they were noisy during the Museum talks.

There were different times for the different group events – better to have consistency  
Nola suggested there is a need for someone to announce events 15 mins before.

9.4. **Cooee** – S.Thompson, K.Dawes

The Dec issue will be a double and no Jan issue. Costs will be going down due to the new copier. Lots of positive feedback on the Cooee overall.

9.5. **Markets** – J.Bannon

The stall holders had a busy morning but were quieter in the afternoon

9.6. **Art Group** – J.Bannon

Very successful raffle, commissions and donations. The People's Choice was also very popular. Overall a fabulous time with a constant flow of people over the weekend.

9.7. **Events Committee** – N.O'Connell

Andrew Sisters on Dec 10,

River Rock Dance Club Nov 18 and 19 – tickets sold out proceeds to the Horse  
150<sup>th</sup> for the jetty lots of interest and people wanting to join

9.8. **Edinburgh Museum Report** – K.Dawes

Busy weekend with lots of people going through the museum

Museum are looking for new members

9.9. **Tidal Pool** – K.Dawes

Request more regular cleaning for the Tidal pool over the warmer months

*Action: JD to request Council to clean the pool at least once a month*

9.10. **Edinburgh Environment and Garden Committee** – T.Wendelborn

The foreshore watering has started, paving is happening under the Scenic Frame, Edith st looking lovely with all the flowers



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

Nothing this month

9.12. **Constitution Change Recommendations**

This is a new section that will be added to over the coming months with proposed changes

**10. Correspondence**

10.1. **Correspondence In**

10.2. **Correspondence Out**

10.2.1.

**Moved: M.O'Connell**

**Seconded: M.Trainer**

**#17(08/11/2022)**

**That the correspondence in and out as tabled be accepted.**

**Carried**

**11. General Business**

11.1. LT – Working Party Terms of reference - I think we all need a copy of these as they state how the different working parties should be conducting themselves, etc and then we need to develop some for the new working parties

11.2. LT – John Edwards – can get weed killer from Flora Park but Progress want him to continue with the weeding and maintaining grounds.

11.3. SS – Grievance/complaint procedure

Progress currently doesn't have a complaint process, only a dismissal process. The committee feels that in this day and age, a complaint process should be adopted. This would have to go into the Constitutional changes.

*Action: Stan happy to look into this*

11.4. KD – Memorial Corner Road Surface

The road surface needs to be dealt with



*Action: JD to write letter to Council requesting the road surface at this corner be smoothed out.*

11.5. MO – Constitution Changes

4.8 term of chair and vice chair have to have served a 12 month period, should it be changed to preceding 12 month rather than any period to ensure that anyone that is elected has current experience rather than historical

Start thinking about changes that are needed eg the Grievance

*Action: JD to make the changes part of the ongoing meetings*

11.6. MO - Progress Flyer

Is the committee happy with this – suggested adding some more about Sonya and Shane and their achievements. Put the flyers in businesses as well as the post office boxes, into the Cooee as well.

Request feedback through email etc

11.7. MO - Edithburgh Sporting and Community Clubs

One of the issues was free camping even though it isn't advertised

Progress is concerned with rubbish, washing hanging up, water use etc,

NO feels that progress should also complain about free camping on the foreshore.

Edithburgh sports and community centre is for the use of all the community. A central space for all the sporting groups and will welcome any group that wants to meet there and the Sporting club insurance will cover them.

11.8. Klaus still doing DeFib checks – Troubridge Hotel needs a new battery

Ask Klaus to check the Bowls

*Action: JD to contact the Troubridge as the Hotels Association put that one is and enquire about a map of locations – look at signage as to where the closest defib is*

11.9. ST – Solar Lights for Christmas

MT brought up at one of the meetings about having a tree and lighting it up in the park for Christmas which is a great idea. Suggest lighting up the 13 trees in the median strip. Being solar they could be left up all year and would look great at night and enhance the median strip. Would be another tourist attraction.

Suggest spending up to \$500 as LT has seen some quite cheap ones and is willing to work with MT and ST to put them up.

Perhaps have a Christmas Tree in town.



**Moved: M.O'Connell****Seconded: L.Tilbrook****#18(08/11/2022)****That Progress spend up to \$500 for Solar lights for decoration around town.****Carried**

- 11.10. Kerry Hodges – email asking why Day at the Burg on Saturday and why the Pool is so dirty  
*Action: JD to send reply and request KH do a CSR for the pool along with the letter from Progress to the Council requesting monthly pool cleaning*
- 11.11. Con Fotopoulos – Edithburgh Garage  
Con has written an email stating the disadvantages to the town if the Garage closes. Asking if Progress/town leader can look at supporting the garage.  
MT - possible buyer  
Problems with Progress supporting a loan and would need to research if it would be possible, as much as Progress would like to assist, it would be difficult  
Air refills – that will be the most missed aspect  
*Action: JD to respond to Mr Fotopoulos*
- 11.12. Purchase order books/bank accounts  
LT will have a purchase order book at the Deli  
MT Signatory on bank accounts  
*Action: JD to pass Order book to LT and get bank accounts changed over*
- 11.13. Annual Dinner – this Friday
- 11.14. Front Room Gallery – huge contribution to the town and much appreciated
- 11.15. MO – Look at becoming IT friendly in the supper room, working with the Institute Committee,  
*Action: MO to speak with the Institute committee*
- 11.16. MT – who looks after health of the group and keeps everyone in touch with updates, sends flowers etc. JD already has this role
- 11.17. MT - lights at the institute committee  
The outside lights are always turned on prior to the meeting but the Institute Committee are looking at getting a sensor light installed.
- 11.18. MT – committee recognition – prominent T-shirts or caps for Committee members  
Sonya has the contact details for the Caravan Park shirts, MT suggests wearing them around town, at dinners, look at redesigning but keeping the logo  
*Action: Nola to look at coming up with a design that would be suitable*



**MEETING CLOSED**

**10.30**

**By Who Stan Szczypiorski**

**DATE OF NEXT MEETING – 13 December 2023 at 7.30pm**

