



Minutes of meeting
Held in the Edithburgh Institute
On 13 December 2022

Present: Michael Trainer, Joan Bannon, Shirley Thompson, Lesley Tilbrook, Nola O'Connell, Keryn Dawes, Stan Szczypiorski (Chair), Jen Dinham (Minute Taker)

Meeting Opened 7.37pm

1. Welcome

2. Apologies Mick O'Connell, 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 8 Nov 2022

Moved: M.Trainer

Seconded: K.Dawes

#19(13/12/2022)

That the minutes of the Edithburgh Progress Association meeting held on 8 November 2022, as circulated, be taken as read and confirmed as a true record.

Carried



8. Matters Arising

- 8.1. Progress Grants
Decided by Christy from Ford McCarthy
- \$970 Museum for Storage
 - \$1000 to Institute for Media
 - \$1000 to Twilight Blues for March
- 8.2. Wheel Chair Table installed
Daryl Martin removed the old table, ground out the bolts from the cement (brought generator as no readily available electricity supply), installed new table, bolted to the concrete and is storing the old table until Council can install the Slab on the foreshore for ParkRun
- Register disabled table , sign made up as well, Cooe entry and find a wheelchair and take a photo and send through to the Country Times
- 8.3. New copier installed and working well, latest Cooe printed on it without problems
- 8.4. Memorial Corner surface – Roy Dick from Council has been to look at the issue and will get the relevant people on to it -
- 8.5. AED Signage – ASGR can do new signs @ \$40 per sign
Troubridge hotel is sourcing a new battery for their DeFib.
Incident at the Football Club and Klaus has been checking AEDs
- Coobowie man that sell AED supplies might be able to source the metal housing for the AED – 2 x metal boxes needed
- 8.6. Solar Lights MT, LT & ST – thanks to Mark and Nathan for the lights up in the street and the trees
Ribbons around trees for future use
Entrance Sign lights – Lesley still investigating buy 2 for trial
- 8.7. Progress TShirt Design – NO
Carly from Stansbury can print them as she prints the ones for the Caravan Park and has the art work, Polo shirt, printing on the back and Black and lime green with thick lines \$35.50 or black with thinner lines \$37.10 printed Carumbin – sample to be made up of the first one
- 8.8. Progress Flyer MO – Karen was ill and then is very busy with Christmas, will get them printed and sent out next week
- 8.9. Working Party Terms of Reference LT – what is required?

Each working party responsible to be made – copy to be emailed to the committee rep of each sub committee

- 8.10. WorkZone Traffic management Course – all but 1 enrolled attended, successful course
Keep a list of who has done the course to be called on if needed
- 8.11. Tyro and Bank Account paperwork brought to meeting for signing JD
Thursday for Mick
- 8.12. Review of Action List

9. Reports

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

1. No CPWP Meeting held this month due to us currently employing Relief Managers.
2. BBQ
5 Progress Members had a walk through the park to look at the works that have been completed in the park and those proposed for the coming year. Although down on numbers a little on last year, mainly due to Sonya and Shane leaving, those that attended enjoyed a Progress sponsored bbq lunch and some valuable discussion. Thank you to Stan for helping Mick with the cooking, Nola for providing the salads and sweets, Martin Bazeley for providing the bbq and to Kym Stone and Martin for setting up the gazebo and chairs.
ASL’s and Permanents provided us with some valuable feedback. They highly value the extra two concrete paths to the southern amenities/camp kitchen, the concrete path to the southern gate and having food vans, as they give extra choice and at times quality to that offered at other eating establishments in the town.
3. Northern Amenities upgrade
Trying to get a quote
4. Park Manager update
Kym and Louise Stone will relief manage the park until the end of January. New managers, Tim Fisher and Anne Nolan will commence on January 24 2023 with about a week of transition. Tim and Anne are currently managing a caravan park in Cobar NSW.
5. Storage/Staff Amenities
The final approval from Council should occur very soon. We are still chasing up a quote.
6. Caravan Park expansion
Mick spoke with Nick Perry from YP Council last week and is still waiting on a reply from confirming the area available for expansion. Initially it would be for the overflow during busy times.
7. Hand over
Mick and Stan spent a significant part of 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.
8. Painting
Recently the painting of the front entrance, the fish cleaning shelter and the external painting of the Deluxe and Seaview Cabins, has occurred improving significantly the visual appearance of each area.
9. Customer Parking
The area on the northern side of the park where cars park was pot-holed and a place for water collection following each significant rain event. YP Council has recently spread rubble across this area.

Perhaps borrow a speed limit sign that tells you what speed you are doing.

Stan to ask Yorketown Men's shed if they can make chairs in permapine and varnish for shady area in the park

Western side needs attention – John Edwards is happy to do this. There is a tree that needs attention as it will become a problem if not dealt with Mick and Stan will speak with John Edwards
Christmas Card for John Edwards – JD to arrange

The area between the C park and the fisherman's jetty needs attention – ask Stuart HS for Council to maintain

Ask Mark Wilkin to quote on the cost of a fence in this area - JD

9.2. **Progress Financial Report**

Purchase orders needs to be obtained prior to a purchase

9.3. **Day at the Burgh – L.Tilbrook**

Meeting to be held on Thursday for a debrief on the event.

As TW is recovering, to reduce his workload, LT is happy to be the Rep for this committee

Request that funds not spent on Day at the Burgh be available for Twilight Blues

Moved: L.Tilbrook

Seconded: K.Dawes

#20(13/12/2022)

That the money allocated for Day at the Burgh that has not been spent be available for Twilight Blues in March

Carried

9.4. **Cooee – S.Thompson, K.Dawes**

Great job with the Cooee, the copier is working well and makes Terry's life easier. Lots of positive comments on the Cooee and with the increase in size, email clients are now sent a link to the Progress webpage and ST has asked these patrons for a yearly subscription

9.5. **Markets – J.Bannon**

JB has resigned from the Markets and they are looking for someone else to step up.

Insurance is an issue with the markets stall that don't have their own. If a stall asks for Progress Insurance, they are obliged to pay whether they show up or not.

JB feels that the Day at the Burgh was not successful

9.6. **Arts Group – J.Bannon**

Lots of donations and the opening night was very successful and many positive comments.

Many sales on the night. Carol Coulter has resigned as the Chair of the Art committee.



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

The Andrew Sisters was an enjoyable event and everyone had a good evening. Not as many people as they would have liked but this could be due to a number of reasons including trouble getting word out, busy time of year and people being money conscious. The event broke even and the Institute made money from the Bar.

The Jetty 150th meeting was positive. Liz Daniels and Nola O’Connell are planning the event and have lots of things in the works.

The money for the horse sculpture has been raised. The horse will go on a new median strip extension in Edith St and will have the Jetty Truck behind it and will be facing uphill. The Events committee will continue to have events and raise money for additional costs.

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

Thank you to Progress for the Community Grant.

Chairs have been purchased from the Institute for the Museum. The last meeting for the year is Friday. The Firetruck has been busy carting Santa about. There was an event with the school kids and also the Coobowie Christmas Party.

The Jetty Truck restoration is coming along, the sand blasting of the wheels has been completed as has the top of the truck. The brakes etc are being rebuilt. The Ardrossan Men’s shed are working on this.

9.9. **Tidal Pool – K.Dawes**

Flyers sent to all PO Boxes to gather support for the net.

Vacation Swim – will be here for limited time in Jan

Swimming Enclosure update

The nets are ready to go in, there are 3 provisos –

1 Progress agree to management of the nets,

2 have to have signage explaining about the Shark Net (must use Shark for Risk management) 3 locations for the signage, The signs must be displayed when the net is in

place

3 Progress have to sign letter of agreement

Moved: K.Dawes

Seconded: M.Trainer

#21(13/12/2022)

That Progress support the installation of a net at the Tidal pool.

Carried



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

The group are in maintenance mode for summer. Foreshore watering is happening and Edith St is being maintained and looks fantastic. Pavers for the Scenic Frame will be laid in Jan/Feb

9.11. **Councillor's Report**

I have now been sworn in as a Councillor and accepted positions as the Council Representative on the Edithburgh Progress Association and the Edithburgh Tidal Pool Committee. I will also be the Council Representative on the Coobowie Progress Association. Although I have to be aware of any conflict of interest, hopefully I can be a useful conduit between Progress and YP Council.

Mick O'Connell

9.12. **Constitution Change Recommendations**

Grievance policy, conflict resolution
Suggesting a meeting a year with each of the sub committees
maybe different wording for the Sub Committees in the Terms of reference

10. Correspondence

10.1. **Correspondence In**

10.2. **Correspondence Out**

10.2.1. Correspondence out

Moved: L.Tilbrook

Seconded: S.Thompson

#22(13/12/2022)

That the correspondence in and out as tabled be accepted.

Carried

11. General Business

11.1. Leigh Stanbridge Volunteer – Progress would like to continue for another 6 months

11.2. Media for the Supper Room – The Institute Committee received \$1k from the Progress



Grants towards this but have requested an additional \$500 to make it happen.

\$1200 Hisense 75" TV, Wall mount Bracket \$100, Mobile Wi-Fi device \$69 and credit \$150

Moved: K.Dawes

Seconded: S.Thompson

#23(13/12/2022)

That Progress will donate \$500 to the Institute Committee to assist with the purchase of media equipment for the Supper room.

Carried

- 11.3. SOS Yorkes Sponsorship request – Progress would rather make a donation than the sponsorship but can assist with volunteers as well.

Moved: K.Dawes

Seconded: M.Trainer

#24(13/12/2022)

That Progress will donate \$1000 to SOS Yorkes for Dev Lights Up.

Carried

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- 11.4. KD – Friendship Group look at them becoming a Sub Committee with a report to Progress 1 per year, this would cover their insurance and mean they don't have to change venue
moved KD 2nd JB
carried

Moved: K.Dawes

Seconded: J.Bannon

#25(13/12/2022)

That the Edithburgh Friendship Group become a sub committee of Progress.

Carried

- 11.5. Carols by the sea – donation request

Moved: K.Dawes

Seconded: N.O'Connell

#26(13/12/2022)

That the Progress donate \$2000 to Carols by the Sea

Carried



11.6. MT – Council Loan – Council have confirmed the original loan was done with fixed rates and can't be paid out early.

11.7. MT – Thank you for Progress inclusion

11.8. MT – has Christmas lights available as a give away that are 240V

11.9. Power in the median street and outlets at the institute (Council to go halves)

Moved: M.Trainer

Seconded: S.Thompson

#27(13/12/2022)

That the Progress arrange to install power to the Median Strip in Edith St and power outlets at the Institute

Carried

11.10. JB suggest that a datb, institute, museum, art, market – meeting for general discussion, communication and working together - March

Moved: J.Bannon

Seconded: N.O'Connell

#28(13/12/2022)

That there is a joint meeting of Day at the Burgh Committee, Institute Committee, Museum Committee, Art Group and the Markets for general discussion on communication and working together, to be held sometime in March.

Carried

11.11. ST – look at purchasing quality lights for median strip in the new year (all year round)
letters to the business to see if they can light up
NO – Christmas tree competition in the hall (next year)
competition light up the boats on the water

Email Vote

Moved: K.Dawes

Seconded: M.Trainer

#22(13/12/2022)

**That Daryl Martin be asked to install the WheelChair friendly table at the shelter in the Playground and remove and store the old one.
That Progress are willing to coordinate with the YP Council for the laying of a concrete slab on the foreshore and the old table be installed on it for the use of the Parkrun.**

Carried

MEETING CLOSED

**10.15 – Meeting Closed by S.Szczypiorski
Next Meeting Feb 14 2023 –**