



Minutes of meeting
Held in the Edithburgh Institute
On 11 April 2023

Subject to Confirmation

Present: Michael Trainer, Lesley Tilbrook, Nola O'Connell, Joan Bannon, Terry Wendelborn, Mick O'Connell, Glen Furler, Stan Szczypiorski (Chair)
Jen Dinham (Minute Taker)

Meeting Opened 7.30pm

1. Welcome

2. Apologies Keryn Dawes, Shirley Thompson

3. Visitors Kay Collins, Sarah Witt, Damian Witt

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 14th March 2023**

Amendment for the Feb Minutes that MO is listed as 2nd for the request for the Jetty 150th funding and it should read MT.

#37(11/04/2023) **Moved: M.O'Connell Second: Lesley Tilbrook**
That the minutes of the Edithburgh Progress Association meeting held on 14 March 2023, as circulated, be taken as read and confirmed as a true record.

Carried

8. Matters Arising

- 8.1. Defib Cabinets – 2 styles
Plastic \$220.00 Metal \$305.00 preference for Plastic x 3
Action: JD to order 3 Plastic AED Cabinets



- 8.2. AED Location Signs – Speaking to the supplier but the first person who knows about the order has gone on long service leave and the next person is having trouble locating the details of the signs. I have emailed again with the details and that we would like to order 10 of these signs.
Action: JD to keep trying to get these signs printed
- 8.3. SS – request to Access Advisory for concrete path to shelter at Playground to bring the table and access to it up to code
concrete path quote – Stan to take to the next meeting
JD to send contact phone number of man who did the paving for the frame
Action: SS to get a quote for a path that can be submitted to the Access Advisory Committee
Quote of paving from both sides please concrete would be preferable
- 8.4. NOC – to order Polo Shirts for Progress Committee
Has gotten sizing for the shirts but has not ordered them
Action: NOC to get the sizes for the T Shirts and order them
and will get sizes from this meeting
- 8.5. Review of Action List

9. **Reports**

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

Damian and Sarah’s report

a long history in hospitality for Sarah, enjoying the sea change, the work and the town.

Easter was a hit with games for the kids and the adults. Damien had a handyman business and is happy to use those skills in the position. Upkeep of the park and improve the experience for the visitors. Several rebookings for Easter next year already.

Report submitted by M.O’Connell

CPWP Meeting Report April 2023

1. First CPWP Meeting since November held this month, now we have new managers.
2. Ensuite Amenities
Damian suggested exploring refurbishing existing amenities rather than replacing the buildings.
3. Stealing
Unfortunately, over Easter some items were stolen from patrons. Police were contacted.
4. Insurance
Segment on TV regarding the difficulty some caravan parks are now having in getting insurance.
5. Locks on amenities
We purchased keys for access to the amenities, but some young and older patrons had difficulty getting access. Due to how busy we were over Xmas and with relief managers under pressure we left them open. Damian now trying to work out how to best install the key system.
6. Easter Bunny
We had a changing of the Easter Bunny with Sarah’s Mum taking on the role. I spoke with John Edwards prior and given his ongoing health issues he is fine to pass the baton.



7. Manager Contract
Extending the contract as employees for up to 12 months from the starting date of employment.
8. Agreements
Draft Permanent, ASL and Van Storage Agreements completed and will be finalised next CPWP meeting.

Mick

9.2. **Progress Financial Report**

Financial reports are looking good and are beginning to show everything as needed

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

Postponed for this year but will be held in some capacity so as not to compete with the Jetty 150th

9.4. **Cooee** – S.Thompson, K.Dawes

Looking good and very entertaining

9.5. **Markets** – J.Bannon

Last market was very busy and lots of people attending, concentrating on homemade goods, everyone charged a site fee including the outside stalls \$10 for each site.

There are only 2 people without insurance and will give them 3 months to get their own insurance.

Suggestion of sides for some of the marquees, Joan will donate 4 sides.

Shortage of tables last market but early stall holders had taken them.

Finance sheet for the sub committee – MO will chase up with finance people that the Markets have their own lines so that monies are more easily tracked.

Suggest that tables are booked in advance with money deposited into Progress bank account but then need that info back to Joan – easier to handle people backing out then

Look at implementing the arrangement that MT will let Joan know who has paid and SS to assist JB with setting this up

Moved: T.Wendelborn Second: Nola O’Connell

#38(11/04/2023)

That the Market will implement a system so that money for Market Stalls are paid directly into the Progress Bank Account.

Carried



- 9.6. **Art Group** – J.Bannon
Working on having a meeting within the next few weeks
- 9.7. **Events Committee** – N.O’Connell
The Committee is organising a Quiz night May 6th with funds going towards the 150th.
Tickets selling well.
- 9.8. **Edithburgh Museum Report** – K.Dawes
- 9.9. **Tidal Pool** – K.Dawes
- 9.10. **Flora Park** – K.Dawes
- 9.11. **Edithburgh Environment and Garden Committee** – T.Wendelborn
It has been suggested by the members that the Flora park and the Garden group combine as they are working together.
- 9.12. **Jetty 150th** – N.O’Connell
MO will see Finance about implementing a separate Code line for 150th
- 9.13. **Friendship Group** – K.Dawes
- 9.14. **Councillor’s Report** – M.O’Connell
Report submitted by M.O’Connell

**Councillor Report
April 2023**

1. Budget
The Council is currently going through budget discussions for the 23/24 financial year.
2. Edithburgh Stormwater Management Project
Park Terrace project completed.
3. Child Care Centre – Minlaton
Progress occurring on the new Child Care Centre
4. Council Planning
Council received a commendation, along with 23 others, for their strategic planning for growth, development and management.

M O’Connell



9.15. Constitution Change Recommendations

Grievance process/ conflict resolution
Change so the Term of Chair and Vice having served on Progress is in the preceding 12 months

10. Correspondence

Correspondence is to be attached separately to the Agenda so that not all of it needs to be printed out.

Moved: L.Tilbrook Second: N.O'Connell

#39(11/04/2023)

That Correspondence in and out as tabled be accepted.

Carried

11. General Business

- 11.1. Volunteers Morning Tea – date to be decided, usually Thursday morning in May
25th May at 10.30am has been decided for the date.

Action: JD to send the invite list to members and then send out invites and book the Location Cafe

- 11.2. Chainsaw Course – Action Training can run a course in Edithburgh
\$335 per person plus all equipment must be provided including logs
1 day course plus approx. \$750 for travel (8 people)

Action: JD to request Region Skills Training organization for their costs as this is held in Maitland

- 11.3. Leigh Stanbridge – Volunteer

Action: MT to manage the volunteer

- 11.4. RSL – Kay Collins request printing of brochures for Anzac day, fly over requested from Airforce, Catafalque party has also been requested and if approved, accommodation is requested for the party at the Caravan Park.

Planting wine barrels along the RSL fence line and is requesting potting mix for these barrels. Damian will supply a trailer load of chicken compost

Moved: M.O'Connell Second: N.O'Connell

#40(11/04/2023)

That the RSL printing of programs and request for accommodation at the Caravan Park for the Catafalque be provided by Progress.

Carried



- 11.5. MT will lay the wreath for Anzac Day MT will collect
Action: JD to order the Wreath
- 11.6. BBQs at Tidal Pool and Playground
Action: JD to ask Rapid Detail a quote for cleaning bbqs and report on state of them
- 11.7. MT – bank account signatories’ duties – MO and SS to assist
- 11.8. MT – lighting for the trees in town – suggest that this stays in the minutes
Wooden Xmas trees as well
Action: JD to put this in the minutes for further discussion
- 11.9. MT – jumping pillow perhaps get rid of it as it is problematic with insurance
- 11.10. MT – thanks to JD for services as Progress Secretary, JD is one of the top 2 secretaries that Mt has worked with for efficiency and he has served on many boards and committees throughout his life.
- 11.11. MT – front light of Institute not turned on as he had a fall last year. JD turns it on when she walks in so that it is on now and this will need to be done for meetings now we are heading in to winter.
- 11.12. MT – suggest having an asset book to list all assets such as equipment at the Flora park, contents of the shed at the Caravan Park etc.
- 11.13. NOC – 150th light banners for street lights, for Xmas or Day at the Burgh – fitted by the sign makers and approved by Council \$350 each banner. Perhaps 10 banners
Progress is interested and NOC will do more research
- 11.14. SS- terms of reference of Sub Committees – LT and SS will work on these.

Meeting Closed

**9.30
by Stan Szczypiorski**



Next Meeting – May 9th at 7.30pm at the Institute

