

PRESENT:
Subject to
Confirmation

Lesley Tilbrook (Chairperson), Peter Bartram, Patricia Bartram, Keryn Dawes, Garry Weekley, Mag White, Mark Wilkin, Diana Sweeney (Minute Taker).

MEETING OPENED

7.32pm

1. WELCOME

Chairperson, Lesley Tilbrook, welcomed all to the meeting and thanked them for their attendance.

2. APOLOGIES

J FORBES (YP FINANCIAL SERVICES), J AND P MEDSON (CARAVAN PARK MANAGERS).

3. 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.

4. CONFIDENTIAL ITEMS.

NIL.

5. CONFIRMATION OF MINUTES

CONFIRMATION OF MINUTES OF MEETING HELD 14 MAY 2019 AND 21 MAY 2019

#78 (11/6/19)

Moved: Peter Bartram

Seconded: Garry Weekley

That the minutes of the Edithburgh Progress Association meeting held on 14 May 2019 and the minutes of the Edithburgh Progress Association Special Meeting held on 21 May 2019, as circulated, be taken as read and confirmed as a true record.

CARRIED

6. MATTERS ARISING

ITEM #: 6.1 MATTERS ARISING.

Nil.

ITEM #: 6.2 REVIEW OF ACTION LIST.

#1. Croquet Club. Ongoing.

#2. Flora Park Signage. Waiting for final signage from T Braund for approval.

#4. Market Stallholders Guidelines. Patricia Bartram provided stallholder permits for all regular stallholders to D Sweeney.

#5. Pontoon Ladder replacement. Ongoing.



#6. Noticeboard at Post Office. Complete and installed. A sign to be placed above the noticeboard – Edithburgh Community Noticeboard sponsored by Edithburgh Progress Association Inc - was discussed. It was agreed that G Weekley contact the signage company handling the Day at the Burgh event to provide a design for Progress consideration. **Action: G Weekley.**

Size of advertisements to be placed on the noticeboard was also discussed. It was agreed that, to best utilise the space available, all advertisements should be A5 in size and should only be in the noticeboard for a month. M White to discuss with K Godfrey. **Action: M White.**

#7. Defibrillator Signage. G Weekley presented the proposed defibrillator signage which will be positioned on the fence that covers the toilet block at Sultana Point and also at the Sultana Point Beach entrance. Other signage will be arrows pointing in the correct direction of the defibrillator. All approved.

#9. Visitor Information Outlet. D Sweeney reported that the VIO touch pad at the Post Office was experiencing wifi connection issues. Council, in conjunction with K Godfrey, have agreed to utilise the Post Office's wifi and if there is an increase in usage (and therefore cost), that the Council will reimburse the Post Office going forward.

#10. Edithburgh Stickers. **Action: D Sweeney to re-contact D Lewis.**

7. REPORTS

ITEM #: 7.1 CARAVAN PARK WORKING PARTY REPORT

Meeting held: 4.6.19

CPWP report circulated prior to meeting via email.

Recommendations for Progress Consideration.

#79 (11/6/19)

Moved: Keryn Dawes

Seconded: Peter Bartram

That Progress accept the Terms of Reference for the Caravan Park Working Party, as presented.

CARRIED

Item 12. Foreshore Gutter Quote. M Wilkin advised that he would be completing this project in two weeks time, as the sites have been re-opened for use.

Interviews for Cleaners/Clerical Support Staff. G Weekley reported there had been 5 applications received, four for Clerical Support/Cleaner and one for the Cleaner position.

At the meeting, L Tilbrook passed on another application for the Cleaner's role for consideration.



ITEM #: 7.2 CARAVAN PARK MANAGERS' REPORT

Caravan Park Managers' report circulated to the Members prior to the meeting.

No recommendations to consider.

The proposed billboard advertising was discussed. It was agreed that this be investigated further, as all billboard positions had been allocated in the preferred Port Wakefield location, with an alternative location of Dublin discussed and rejected on the basis that it was too restrictive.

The cost of advertising as a whole was discussed and that a better use of that money could be, for example, to finance new cabins and then market to fill them. It was noted that Stansbury will be a Top Park (Discovery Park) going forward and that this posed a challenge for Edithburgh to attract people to bypass Stansbury and continue to come to Edithburgh.

It was agreed to ascertain data on how many people are coming to Edithburgh because the park is a Top Park/Discovery Park. **Action: J Medson and CPWP.**

ITEM #: 7.3 PROGRESS FINANCIAL REPORT.

Report was circulated prior to the meeting via email.

1.1 Financial Reports from MYOB

The following reports have been submitted for your consideration:-

1. Balance Sheet for Edithburgh Progress Association as an entity.
2. Profit and Loss for "Jobs".
3. Profit and Loss compared to previous year.

Overall profit for the first eleven months of the year totals \$175,958 compared to \$101, 017 last year. Commercial Income has increased \$109,000, of this, tourist dollars have increased by approximately \$101,000.

Operating expenses are \$6,000 less than for the same period last year.

Jo and Phill have been busy over the last month completing a lot of once off projects such as kitchen benches, office renovation, etc. so the accounts for these projects will filter in during the start of June.

The concrete pads for foreshore sites and town noticeboard renovations were paid for at the end of May.

A very late invoice for the Wi-Fi system that was completed in 17/18 has been received - \$5,000 approximately. We should be able to accommodate that within the current budget allocations, but it may put us slightly over.

1.2 Volunteered Time

Activities that I have volunteered my time for during the last month as they are not covered in my current contract :-



Assistance to Jo & Di with ASL agreements – reviewing letters / agreements etc	3 hours
Review the revised Constitution and provide notes / updates for consideration	1 hour
Phone calls/Emails regarding the Soakage issues at the Park	0.5 hours
TOTAL Time Volunteered	4.5 Hours

It was agreed that J Forbes provide an invoice for her past, present and future volunteer hours for tasks completed outside of her current contract. **Action: J Forbes.**

ITEM #: 7.4 TOWN IMPROVEMENTS WORKING PARTY.

(Next Meeting date 2/7/19 – 7.00pm).

(Cooee next meeting date last Monday 24/6/19 –at 10am).

The Town Improvements Working Party did not hold a meeting in June. L Tilbrook reported that the plants are in the pots in Blanche Street and more will be completed in the new financial year.

It was agreed to hold the next Town Improvements Working Party meeting on 2 July at 7.00pm prior to the regular Progress meeting.

Item #: 7.4.1 Cooee.

T Braund to forward Cooee money to K Dawes on 13/6/19 to forward onto J Forbes. P Gripton to contact K Collins with regard to attracting young people to be involved in contributing to the Cooee.

Item #: 7.4.2 Edithburgh Markets.

Last market was held 9 June 2019. 13 stalls were present and there was a good attendance. Next market will be 14 July 2019.

ITEM #: 7.5 A DAY AT THE 'BURGH.

Next meeting – TBA.

G Weekley reported that, depending on road closure approval from the DPTI, the stage could either be located in the middle of the median strip and have a licensed area between the Troubridge and Location Café or the corner of the Post Office and the Edithburgh Hotel.

Emergency vehicles will be moved this year to be on other side of the Troubridge Hotel so if they are required to get away quickly, this location is much more accessible for that purpose. The Post Office stall will be located at the Post Office this year.

A draft letter is to be sent to T Austin on behalf of the Progress Association requesting that Troubridge Hotel's current liquor license be extended for use at the Day at the Burgh event. This to also be lodged with Council and the Licensing Board. **Action: D Sweeney.**



It was also agreed to extend an invitation to the new representative for AGL who sponsor the event – Sonia Oke – to open the Friday night event. **Action: D Sweeney.**

ITEM #: 7.6 INSTITUTE REPORT.

(Next Meeting 10/7/19 at 7.30pm).

K Dawes presented a verbal report to the meeting.

- Meeting to be held 12/6/19.
- Michael Griffiths performance in a fortnight – fully booked out – final arrangements now being made.
- Grants applied for from AGL. New contact Sonia Oke.

ITEM #: 7.7 EDITHBURGH MUSEUM COMMITTEE REPORT.

(Next Meeting date –Tuesday 18/6/19).

K Dawes provided verbal report at meeting.

- People's choice raffle being run. Tickets are now available. See J Geytenbeek for details and tickets.
- Buick has been started – no radiator is connected so cannot run for a long time.
- Jarrah timber used for the bodywork restoration of the Buick has come from the old Yorketown Methodist Church.
- Australian Government has decreed that every marine relic has to be catalogued. Museum will undertake this task.
- An auction at a Port Adelaide hotel holds interest as the Museum would like to acquire some of the old photos of ketches that hang on the walls.

ITEM #: 7.8 COUNCILLOR'S REPORT.

Nil.

Cr Meyer has apologised for not attending several meetings but invited any members to email him any requests/suggestions.

ITEM #: 7.9 150 YEAR CELEBRATIONS.

Next meeting to be advised.

G Weekley advised that he spoken to Shane Bobridge from John Print Centre who has offered to create the signage for this event at no cost as part of a contribution from his company. Thank you Shane!

Interviews have commenced and are going well.

J Weekley still following up with the Roulettes.

D Hursthouse to be reimbursed for any outgoing costs (ie. microphones for interviews, etc.) going forward. **Action: K Dawes to contact.**

There will be a need to purchase a 1 terabyte hard drive to archive all photos, videos, etc.

ITEM #: 7.10 – CONSTITUTION COMMITTEE.

Proposed Constitution and Current Constitution forwarded to members for their consideration.

No further amendments to the Proposed Constitution were tabled.



It was agreed to action the following:

- A general meeting for a Public Constitution Review be held on 10 September 2019 at 7.00pm at the Edithburgh Institute, followed by the general Progress member meeting at 8.00pm.
- Notify the community of this Public Constitution Review Meeting via advertising in the YP Country Times on 18 June 2019 and then again on 21 July 2019, on the Progress Facebook page, in the Cooee and a letterbox drop at the Edithburgh PO.
- The Proposed Constitution will be made available prior to the review on the Edithburgh website (edithburgh.org.au) and copies will be provided at the Edithburgh Post Office and Edithburgh Newsagency and Deli for any interested parties to take for review prior to the meeting.
- G Weekley will present the Proposed Constitution at the Public Constitution Review meeting.

#80 (11/6/19)

Moved: Peter Bartram

Seconded: Garry Weekley

That a Public Constitution Review Meeting be held on 10 September 2019 at 7.00pm at the Institute and that the community be notified of this meeting via advertising in the YP Country Times on 18 June 2019 and again on 21 July 2019, in the Cooee and copies of the Proposed Constitution be available for community viewing via the Edithburgh website, at the Edithburgh Post Office and the Edithburgh Newsagency and Deli.

CARRIED

Note: This motion will be rescinded at the next regular Progress meeting due to further information coming to hand a short time after this meeting, to which Progress members resolved to change the Constitution General Meeting to Wednesday 17 July 2019 at 7.00pm at the Edithburgh Institute.

8. General Business.

New Member Nomination. Stan Szczypiorski forwarded his Committee Member nomination form to the Administration Officer for consideration by Progress. It was agreed that Stan become a Committee Member of the Edithburgh Progress Association, but be informed that he will need to re-nominate at the upcoming AGM in August as he is taking up one of the positions left vacant by the resignations of J Edwards and D Lewis. **Action: D Sweeney to contact S Szczypiorski.**

#82 (11/6/19)

Moved: Peter Bartram

Seconded: Keryn Dawes

That Stan Szczypiorski be a Committee Member of the Edithburgh Progress Association Inc. until the Annual General Meeting in August 2019 at which time, he will need to re-nominate.

CARRIED

AGM 2019. It was agreed to hold the Edithburgh Progress Association Inc. AGM on Tuesday 13 August 2019 at 7.30pm. **Action: D Sweeney.**

L Tilbrook advised that the following members will need to renominate at the August AGM: J Hillock (who took the position left vacant by S Eccles), M White, L Tilbrook, S Szczypiorski (who has taken up one of the positions left vacant by J Edwards and D Lewis). There will be 5 vacant Committee Member positions available at the AGM.



Code of Conduct. A new Code of Conduct was emailed to all members for their consideration prior to the meeting. The Code of Conduct Committee Member Policy No. 1 was adopted.

#83 (11/6/19) **Moved: Peter Bartram** **Seconded: Patricia Bartram**
That the Code of Conduct (Committee Member Policy No. 1) under
consideration be accepted, as presented.

CARRIED

Tidal Pool. P Bartram advised that the pool works which have been carried out by the Council have been completed. The two areas that need concreting will be completed on the lower tides (October/November). The breakwater also needs to be extended to the 2nd set of pylons. The next Tidal Pool Committee meeting will be held on 14 August 2019.

Access Advisory Meeting. J Edwards and K Dawes attended the recent meeting and K Dawes reported that the access from footpath to median strip had been completed. It was agreed that J Edwards continue to attend these meetings with K Dawes.

Bingo. Well done to Jo Medson for organising Bingo as it is raising dollars throughout the town for all clubs and committees.

Benches on Blanche Street. Patricia Bartram advised that the seating in Blanche Street was in a terrible condition and should be painted or replaced. This was referred to the Town Improvements Working party for their consideration. **Action: Town Improvements Working Party.**

Tidy Towns. G Weekley advised that he would get this committee started and then do a handover due to lack of time. John and Beth Braund and Peter Stockings have registered their interest in being part of this committee, as well as the Flora Park volunteers. **Action: G Weekley to contact all interested parties.**

Volunteer Morning Tea. L Tilbrook thanked D Sweeney for organisation of the recently held Volunteer's Morning Tea. Over 50 people attended a great community morning.

Baker's Auto quote. L Tilbrook advised of a quote received for labour and parts on the water truck - \$1065.

#84 (11/6/19) **Moved: Keryn Dawes** **Seconded: P Bartram**
That quote of \$1065 as presented from Baker's Auto for repairs to
the water truck be accepted.

CARRIED

Flora Park. It was advised that the mowers/ride on mowers, etc. are with Brenton Spratt for repair and/or service.

VIO meeting. D Sweeney advised that she attended the VIO meeting held on 21/5/19 in Coobowie and that the next VIO meeting would be in Clare on 20 August 2019. **Action: D Sweeney to contact K Godfrey to pass on details of the meeting scheduled for 20 August 2019.**

ATDW meeting. D Sweeney advised that she met with N Page (YP Tourism) to discuss the ATDW and its benefits for Edithburgh. She also advised that new photos should be taken of the sights, eateries and places of interest in Edithburgh to update the listings for Edithburgh. **Action: D Sweeney.**



July Progress Committee Member meeting. It was agreed to bring the July 2019 Progress Committee Member meeting forward to 2 July 2019, due to the Administration Officer being unavailable on 9 July 2019.

MEETING CLOSED

9.22PM.

Lesley Tilbrook, Chairperson

DATE OF NEXT MEETING – 2 JULY 2019

