



Minutes of meeting
Held in the Edithburgh Institute
on 10 September 2019

PRESENT:
**Subject to
Confirmation**

Lesley Tilbrook (Chairperson), Peter Bartram (Vice Chairperson), Patricia Bartram, Keryn Dawes, Garry Weekley, Kara Johnson, Joanne De Roos, Jennifer Robyn, Cr Adam Myer, Joanne Forbes (YP Financial Management), Diana Sweeney (Minute Taker).

MEETING OPENED

7.34pm

1. WELCOME

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

2. APOLOGIES

STAN SZCZYPIORSKI, 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 11 JUNE 2019

#11 (10/9/19)

Moved: Peter Bartram Seconded: Keryn Dawes
That the minutes of the Edithburgh Progress Association meeting held on 13 August 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.

#2. Flora Park Signage. K Dawes presented the final draft for Progress approval. Signage will include: different flora and fauna, walking trails and history of the Park. Total cost \$2500. A deposit of \$500 to be paid. **Action: J Forbes.**

#3. Mosaic marker. K Dawes to present more information at the October meeting.

#5. Noticeboard at Post Office. Awaiting layout and quote from S Bobridge.



#7. Defibrillator Signage. Erection of signage has been delayed due to installers being away or incapacitated. Signage to be completed asap.

#7. Tidy Towns. G Weekley advised the KESAB awards ethos surrounds sustainability and, at this stage, is not suitable for Edithburgh.

L Tilbrook advised that at the Town Improvements Working Party meeting, the Tidy Towns project was discussed at length. It was initially thought that a group of volunteers forming a Tidy Towns working party would undertake clean ups of walking trails, etc and the Flora Park volunteers could work on vegetation on the seafront, Tidal Pool and Sultana Point.

The aim of the 'Tidy Towns Working Party' would be to implement some of the ideas that were submitted from the Ideas Flyer from July 2018.

Action: A notice to be placed in the 'What's Happening' newsletter in the Cooe to call for interested volunteers to take part to help get the project off the ground and to invite interested parties to a Town Improvements Working Party.

Action: Jo Medson to investigate criteria for Tidy Towns going forward.

#8. Edithburgh Stickers. Two quotes were presented by G Weekley from S Bobridge. It was agreed to proceed with printing 5000 stickers incorporating a UV laminate component.

#12 (10/9/19) **Moved: Keryn Dawes** **Seconded: Garry Weekley**
That Progress accept the quote of \$1,281.50 from Johns' Print Centre for 5000 'Edithburgh' stickers incorporating a UV laminate component.

CARRIED

7. REPORTS

ITEM #: 7.1 CARAVAN PARK WORKING PARTY REPORT

Next Meeting to be held 3.9.19

4 recommendations were submitted to Progress for consideration:

#13 (10/9/19) **Moved: Garry Weekley** **Seconded: Peter Bartram**
That a minimum CPI increase be implemented for all Annual and Residential agreements each year and that this be noted in future Agreements. Further, that the \$20 administration fee be removed for all ASLs who pay their Annual Fees by quarterly instalments and it be deleted in all future Agreements.

CARRIED

#14 (10/9/19) **Moved: Peter Bartram** **Seconded: Garry Weekley**
That, as the SA Parks Conference is administration based, it be attended by a maximum of three representatives from the following roles: The Park Managers, the Caravan Park Clerical Officer, the Administration Officer or Finance Officer and one Caravan Park Working Party Representative.

CARRIED



#15 (10/9/19) **Moved: Peter Bartram** **Seconded: Patricia Bartram**
That Progress endorse the purchase of a van from Rapid Detail for a price of \$5,500 (including one year's registration).
CARRIED

#16 (10/9/19) **Moved: Garry Weekley** **Seconded: Peter Bartram**
That the Sale of Caravans Policy be updated to include that any caravan/annexes owned by Residential patrons are sold to the Progress Association as first opportunity at market value as determined by an independent valuer (due to changes within the Residential Act).
CARRIED

ITEM #: 7.2 CARAVAN PARK MANAGERS' REPORT

September report distributed to all members prior to meeting.

ITEM #: 7.3 PROGRESS FINANCIAL REPORT.

Report distributed to all members prior to meeting.

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.

I have included the months of July and August for your information.

It is pleasing to see the Commercial Income is \$35K higher than this time last year, but \$26K of this is for ASL / Storage Vans etc paying in advance due to the new fee schedule. For a quiet time of the year, and due to being so cold, it is great to see that occupancy and commercial income is still growing compared to the same period last year.

Total expenses have also increased, mainly due to the change in employee, cleaners and administration structure and also due to the increase in Council Levy and payment in August, rather than September. For the new Committee Members, the Council Levy is the lease fee that is paid to Council and is based on 6% of the Commercial Income (less a few components as outlined in the lease such as Electricity, Laundry etc). Due to the \$139K increase last year, our Council Levy will be approx. \$7,000 more than last year.

1.2 Audit for 2018/19

The Audit for 2018/19 went very smoothly and all information has been scanned and recorded in electronic format for future reference. A copy of the Audit Letter from Dean Withers is attached for your information.

1.3 Budget Review

A budget review will be conducted at the end of September and presented to the October meeting for consideration. Discussions on



various upgrades at the park were discussed at the CPWP meeting earlier this week, so quotes will be sought so we can include in the review as much information as we can at that time.

Progress set parameters based on percentage of Caravan Park Income a few years ago:

- Operational Expenditure for the Caravan Park (80%),
- Capital Works (5-8%) and
- Progress Association (10%).

Due to a number of new Members coming onto Progress, I would like to set some time aside at the October meeting to discuss the LTFP, how it fits together, reviewed, trends etc.

1.4 Constitution

A letter was received from OCBA with only one minor change required to the Constitution.

Point 2.9 was required to be altered from Associations Incorporations Act to Associations Incorporation Regulations 2008. This has been corrected and the Constitution then needed to be resigned by the JP who signed the original documentation, and then it will be forwarded back to OCBA for registration.

1.5 John Sendy's funeral

Due to my involvement and relationship with John Sendy as a Progress representative and Councillor (during my time at Council), I was requested by a member of Progress to say a few words at his funeral on behalf of the Progress Association if the opportunity arose.

I was honoured to do this on behalf of Progress. I also organised a card for the family, together with media articles that related to Progress and the Caravan Park that had John featured as a representative for the family to refer to. They were truly thankful for the kindness that Progress and the Edithburgh Community had shown to their Dad.

1.6 Annual Leave

I advise that I will be away on Annual Leave from Friday, 13th September until Sunday 22nd September. Payments of accounts will not be affected, with payment occurring just prior to my leave and early in the week upon my return.

For your information.

1.7 Volunteered Time

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

Writing a speech and attending Mr John Sendy's funeral	3 hours
Emails, organising and attending a meeting with Council representatives & MACE Engineering re the Soakage report from MACE Engineering	5 hours
Phone calls and emails re Office of Rec Grant for Tennis Courts	0.5 hours
TOTAL Time Volunteered	8.5 Hours



Notes: In 2018, the DATB event was over budget by \$1700 and as yet, no confirmed budget from the DATB committee has been received. **Action: G Weekley to provide.**

Notification had not been received for the resurface of tennis/netball courts grant application for \$40,000. **Action: J Forbes to advise decision once received.**

ITEM #: 7.4 TOWN IMPROVEMENTS WORKING PARTY.

(Next Meeting date 3/9/19 – 7.03pm).

(Cooee next meeting date last Monday 30/9/19 – 10am)

Report was distributed to all members prior to the meeting.

Two recommendations were presented for Progress consideration:

#17 (10/9/19) **Moved: Patricia Bartram** **Seconded: Peter Bartram**
That a letter be sent to the Yorke Peninsula Council requesting a small shelter and water tank half way between Coobowie and Edithburgh on the Walk the Yorke trail.

CARRIED

#18 (10/9/19) **Moved: Patricia Bartram** **Seconded: Peter Bartram**
That a letter be sent to the Yorke Peninsula Council requesting permission to investigate erecting an outdoor shower near the toilets at the jetty for divers' use.

CARRIED

Main projects to be completed in 2019/2020:

- Rollover the trees and continue them down to the Caravan Park (\$3,000). To be commenced after Council has laid pavers (after school holidays).
- Skate/bike/roller park. Track proposed to be near caravan park – on the small triangular piece of land not leased by Progress. Maintenance would be a Progress responsibility. Modular or landscaping and hotpack surface.
- Dog Park – a small run near the caravan park on Progress leased land.

Item #: 7.4.1 Cooee.

- \$135 was passed on from the Cooee by K Dawes.
- J Robyn to send out invoices for advertisers, but a better system needs to be developed to identify who has paid. J Robyn to supply J Forbes with contact details for advertisers. J Robyn to follow up unpaid advertisers a month after invoices are issued. **Action: J Robyn.**
- J Robyn to become the Progress liaison for the Cooee.
- Birds of the Heel copies running low. T Braund to investigate alternative printers and gain quotes. **Action: T Braund**

#19 (10/9/19) **Moved: Keryn Dawes** **Seconded: Peter Bartram**
That a 3rd edition of the Birds of the Heel booklet be printed – quantity 100.

CARRIED



Item #: 7.4.2 Edithburgh Markets.

Last market date 8/9/19. Attendance numbers were down as people were away on holidays. Next Market: October long weekend.

ITEM #: 7.5 A DAY AT THE 'BURGH.

- Facebook. MOM had been administering the page until the end of August. Kate Martin has taken over this role and doing well.
- The Navy is attending and bringing a rigid hull – 30m – which will be displayed in the main street. They will use the opportunity to canvass for prospective cadets, give guided tours, provide giveaways and information on the Navy to the public.
- The Amber Poulton show has sold 80 tickets to date, with an expectation of 120 plus people which will generate \$1,000 back to Progress. It was agreed to email the information about the concert to the people who are staying at the Caravan Park who might be interested in attending. **Action: G Weekley.**
- Road closures have been approved.
- Excellent response to the social media promotional sites.

ITEM #: 7.6 INSTITUTE REPORT.

(Next Meeting 17/9/19 at 7.30pm)

K Dawes provided verbal report at meeting.

- AGM held on 21 August 2019.
- New committee elected – John Braund (Chairperson and Treasurer), Beth Braund (Secretary), Keryn Dawes (Vice Chairperson). Committee members: Neil and Kath Haddow, Rodger and Di Griffiths, Mick Crannaford and Lisa Hendry.
- Highlight of the year: Michael Griffiths concert on 29/6/19.
- \$100 from community bingo – thank you.
- A picture rail hanging system has been added throughout the main hall to help with future art exhibitions.
- Still some salt damp issues in back corner prior to painting commencing.
- Tickets now on sale for the next fundraiser – Sunday 17 November. Peter Goers and Anne Wills talking at the Edithburgh Hotel. \$30 per ticket – available at local outlets.

ITEM #: 7.7 EDITHBURGH MUSEUM COMMITTEE REPORT.

(Next Meeting date –Tuesday 17/9/19 at 7.30pm).

K Dawes provided verbal report at meeting.

- AGM held on 16/7/19. New members elected were Kay Collins and Jin Douglas. Office bearers were re-elected at meeting held on 20/8/19.
- \$150 from community bingo. Thank you.
- People's Choice raffle books all sold out – although still available online.
- Lots of work still going on in preparation for the 150 Celebrations and registration of all shipwreck artefacts.

ITEM #: 7.8 COUNCILLOR'S REPORT.

Cr Meyer gave a verbal report at the meeting.



- Development review underway. Be honest and constructive doing the review, the more responses received, the more the Council has to work with.
- A letter presented to Government departments by Council re: the proposed snapper ban.
- L Tilbrook sent a letter to Council re: tourism becoming a major part of the Peninsula to create jobs and industry and questioned Council as to how it distributes funding fairly throughout the Peninsula.
- Invite the CEO and a tourism representative from the Council to a meeting.
- A road management plan/re-assessment of usage of roads being discussed.

ITEM #: 7.9 150 YEAR CELEBRATIONS.

K Dawes provided verbal report at meeting.

- 15 different families have been interviewed and these will be put onto USB for people to purchase – and also a copy will be kept at the Museum.
- A Town walk booklet is being printed by Kate Martin – available for sale. 4 or 6 walks will be conducted around the town on Saturday 16/11/19.
- Letters of invitation for 16/11/19 have been sent to Fraser Ellis, Rowan Ramsey and the Governor of SA.
- A 20 minute montage video can also be viewed at the Troubridge Hotel on 16/11/19 – finishing around 5pm.
- Signage is with S Bobridge. Numerous locations on Edith Street have been selected where there will be historical signage on the buildings. Next year, this will be followed up with other streets and locations.
- Invoices have been onset to J Forbes.

8. General Business.

BBQs for Tidal Pool. Progress budgets each year for a \$10,000 allocation which is made available to the Council for projects for the Tidal Pool. The pool is Council's asset, but Edithburgh Progress want to work with Council to ensure it continues to be upgraded as it is a unique facility to the Peninsula and Edithburgh. As per previous discussions, Council should be communicating with Progress prior to the financial year (ie during their budget discussions in March) regarding projects that they want to complete at the Tidal Pool (or via the Tidal Pool Committee meetings). These projects should then come back to the Committee to be discussed and agreed upon formally as to how the \$10K will be spent, which allows for budgeting for the future.

A Tidal Pool Working Party meeting is to be held on Wednesday 11.9.19. It was therefore also agreed that K Dawes and P Bartram report back to Progress as to whether the quoted price for the BBQ upgrade is for the whole unit or just the BBQ plates and hoods in the current structure. **Action: P Bartram/K Dawes.**

#23 (10/9/19)

Moved: Peter Bartram

Seconded: Keryn Dawes

That Progress provide funds to the Council (up to the value of \$4,000) to upgrade the BBQs at the Tidal Pool.

CARRIED



Council Budget – January 2020. It was agreed to commence putting forward ideas for improvements in Edithburgh for Council consideration at their January budget discussions. **Action: Members to forward ideas at the October meeting.**

VIO meetings. It was agreed that the Administration Officer attend appropriate VIO meetings when scheduled and report back to Progress and Karen Godfrey.

John Sendy. J Forbes questioned whether the Progress Association recognise John Sendy for his contribution to the Council/Progress/financial contributions to projects in the town. **Action: Ideas to be tabled by all at the October meeting.**

Annual Dinner. D Sweeney provided an invite list to all members for the 2019 Annual Dinner. It was agreed that the dinner be held on 25 October 2019 at 7.00pm at the Location Café. **Action: D Sweeney to advise Location Café and organise invites/menu choices, etc.**

Edithburgh Progress Association Membership Form. D Sweeney presented a draft membership form. Two amendments to be made: Change date on form to 30/4/20. Add Boundary Map to the back page of form. **Action: D Sweeney.**

Sub Committees. J Robyn advised that she wished to be part of the following sub committees: Cooe, Flora Park, Day at the Burgh, Edithburgh Art Group.

Coobowie/Edithburgh signage. Needs to be repaired.

Water Cart. Flora Park volunteers believe the cart is too hard and heavy to be pulled by any of the vehicles at the Flora Park. Suggestion to put 250/400L tank on the back of a ute and drive it up and down the main street to water the barrels and also the Flora Park. It was questioned as to whether the Caravan Park still required the water cart (note: this is jointly owned by Coobowie Progress Association).

MEETING CLOSED

10.21PM

Lesley Tilbrook, Chairperson

DATE OF NEXT MEETING – 8 October 2019.

