

**Minutes of the Stansbury Progress Association Inc. Executive Committee  
Meeting held in the Stansbury Institute on  
14<sup>th</sup> December 2020 at 7.30pm.**

**PRESENT:**

Don McPhee, (Chairperson), Ted Buttfield (Vice Chairperson), Beth Faulkner, George Kokar,  
Graham Klose, Kevin, Forrest, Sue Oldfield, Julie Harris, Carley Crouch (minute taker).

**MEETING OPENED:** 7.34pm

**1. WELCOME:** Don McPhee welcomed everyone to the meeting and thanked everyone for their attendance.

**2. CONFLICT OF INTEREST:**

The Chairperson reminded all members of their requirement to disclose any conflict of interest, and provide details of the relevant interest to the Committee prior to consideration of that item on the Agenda.

**3. APOLOGIES:** Graham Newstead, Kathy Coy and Steve Edmead (Park Managers) and Cr Michael Murdock.

**4. ACCEPTANCE OF MINUTES:**

**Moved: Ted Buttfield**

**Seconded: Graham Klose**

**That the minutes of the Stansbury Progress Association Inc. Executive Committee held on Monday 9<sup>th</sup> November be accepted as read and confirmed as a true record.**

**Carried: #1 14.12.20**

**5. CARAVAN PARK REPORT:**

**5.1 Caravan Park Manager's Report**

A written report was provided.

The following maintenance work was noted in the report:

1. The storage room where the guest internet modem has been reported by Chad Liebelt to be exceptionally hot with inadequate ventilation.
2. Some of the potholes in both parks are very deep.
3. Skylights in the foreshore amenities need finishing.
4. There continues to be a bug and spider problem in the OPD amenities.

It was resolved:

1. To investigate exactly which room houses the internet modem and determine the best solution to manage the heat.

2. The main problem pot holes will be identified and filled with rapid concrete.
3. Harris Outdoor Contracting will finish off the skylights before Christmas.
4. Laidlaw Pest Control to be contacted to arrange spraying of the inside of the OPD amenities.

**Moved: Kevin Forrest**

**Seconded: Graham Klose**

**Acceptance of the Caravan Park Manager's Report for November 2020**

**Carried: #2 14.12.20**

**5.2 Caravan Park Sub Committee Report**

Beth Faulkner reported that one of the long term cleaners has resigned effective Wednesday 16<sup>th</sup> December. An ad has been placed in the Yorke Peninsula Country Times, a notice placed in the town notice board and a Facebook message posted seeking casual cleaners to join the cleaning pool.

Steve and Kathy have been asked to meet with the remaining cleaning staff to formulate a roster to the end of January.

**Moved: Julie Harris**

**Seconded: Kevin Forrest**

**Acceptance of the Caravan Park Sub Committee's report.**

**Carried: #3 14.12.20**

**6. FINANCE REPORT:**

The Business Manager reported the following:

- Commercial income for November is 6% above budget and YTD revenue is 22% above budget.
- November occupancy rates were strong, although the park did empty as a result of the state wide lockdown.
- Expenses were 20% over budget predominantly due to wages which were budgeted as 2 pay periods for November and 3 in December. Due to the actual payment dates, a 3<sup>rd</sup> pay run was processed in November which will result in 2 payment dates in December.

The Business Manager made a recommendation to purchase a prepaid credit card from the post office which can be used for purchases where a trading account is not available eg. Aussie Broadband account for the NBN services.

**Moved: Beth Faulkner**

**Seconded: Julie Harris**

**To purchase a prepaid credit card with a \$2000.00 balance to be used for work purchases.**

**Carried: #4 14.12.20**

**Moved: Sue Oldfield**

**Seconded: Beth Faulkner**

**Acceptance of the Finance Report for November 2020**

**Carried: #5 14.12.20**

**7. BUSINESS MANAGER'S REPORT:**

**7.1 Business Manager's Report:**

A written report from the Business Manager was provided.

**Moved: Beth Faulkner**

**Seconded: Graham Klose**

**Acceptance of the Business Manager's Report for November.**

**Carried: #6 14.12.20**

It was noted that the Foreshore Town Playground is looking like it will be due for refurbishment in the near future.

It was resolved that the Business Manager would send a service request to the Council asking for clarification on who is responsible for the maintenance and refurbishment of the town playground.

**8. VIC AND MARKET REPORT:**

**8.1 VIC and Market Report:**

A written report was provided.

It was noted that due to the age demographic of Stansbury, it is becoming increasingly difficult to engage volunteers to work in the VIC. Efforts to encourage new volunteers to join the roster would be appreciated.

**Moved: Kevin Forrest**

**Seconded: Julie Harris**

**Acceptance of the Market Co-ordinator/Visitor report for November.**

**Carried: #7 14.12.20**

**9. MATTERS ARISING FROM MINUTES:**

Addressed in Business Manager's report.

**10. SUB COMMITTEE REPORTS:**

**10.1 Institute:**

Graham Newstead absent, held over to next meeting.

## **10.2 Tidy Towns:**

### **10.2.1 Pot Plants**

The pot plants provided around the town are being refreshed with new soil mix and plants. Local businesses have been consulted as to where the pots will be placed and who will maintain them.

Graham Klose has investigated what type of plants will be used and has recommended Lilly Pillies with annuals underneath. Julie Harris will check the availability of wholesale supplies of the Lilly Pillies.

Yorke Peninsula Council has provided 40 tube stock of bottle brushes to be planted along Adelaide Road. These will be planted out in Autumn.

**Moved: Kevin Forrest**

**Seconded: George Kokar**

**To allocate up to \$100.00 per pot plant for appropriate soil and plants.**

**Carried: #8 14.12.20**

### **10.2.2 Town Works**

The walking trail along the foreshore on Oyster Point Drive is going to need some attention in the new year to manage weeds and access to the ramps.

Tidy Towns were asked to move the RSL memorial stone from Elanora to the gunner on the foreshore. On the day it was windy and as the truck door was opened it hit a member of the public's car and made a dent in the rear panel. Repairs to the vehicle are expected to be covered under the insurance policy.

Roadside mowing is shared between Progress and the Council. Progress do as much as they can as quickly as they can, to assist with fire prevention with high risk areas being attended to first.

**Moved: Julie Harris**

**Seconded: George Kokar**

**Acceptance of the Tidy Towns report for November.**

**Carried: #9 14.12.20**

## **10.3 Town Projects:**

**10.3.1 Water Tower Art Trail update:** Graham Klose reported that a public meeting was held which the artist attended via Zoom. The artist was provided with feedback on the design and a final concept will be prepared by the artist and available for the Working Party to review early in the new year.

It was noted that the telecommunication companies have infrastructure on top of the tower which limits how far up the tower the artist is able work due to the radiation emitted.

**10.3.2 Caravan Park Front Entrance:** the garden in front of the shed and new signage will be completed in the new year.

**10.3.3 Seawall:** Council has confirmed that to date they have not received any response regarding the grant application for the seawall. Any works along the foreshore are limited until confirmation is received regarding whether or not this project will proceed.

**10.3.4 Christmas Banners:** Graham Klose suggested purchasing some Christmas banners which can be attached to the power poles along the streets.

It was resolved that the Business Manager will investigate whether approval is required from SA Power Networks.

**10.3.5 Exercise Equipment:** Graham Klose suggested installing timber borders around the exercise equipment with soft fall inside the border which would make it easier to mow around the equipment.

It was resolved that the Business Manager will lodge a service request with the Council as to whether this is an option.

**10.3.6 "The Pines"** Julie Harris proposed that development of the area known as "The Pines" could incorporate a bike track, nature playground and fitness equipment. Julie is waiting to meet with Stephen Goldsworthy from Yorke Peninsula Council to see what is possible.

It was noted that the land is likely to be owned by the State Government but in custody and control of Council.

## 11. CORRESPONDENCE:

**11.1 Letter from the Prostate Cancer Foundation of Australia:** a thank you letter for the recent donation of \$100.00 was tabled.

**11.2 Letter from the Young Members of the Stansbury Community–** a letter was tabled from the Young Members of the Stansbury Community which raised a number of matters for Progress to consider.

It was noted that the letter was anonymous which makes it difficult to respond directly.

The following matters were raised:

**Pontoons:** The location of the two pontoons was raised and it was proposed to move the grey pontoon back near the jetty for the older youth/adults to use, and the yellow pontoon moved back to the centre of the swimming hole.

Don McPhee provided a brief history of the placement of the pontoons and the trench work involved which was in accordance with directions from the Coastal Protection Board. It was noted that the grey pontoon used to be moored near the jetty but it came loose and drifted down the beach. When it was located, it was repaired and moved to its existing location.

It was noted that public liability needs to be researched in regards to the provision of the pontoons by Progress.

It was resolved to move the yellow pontoon back into the swimming hole for the younger children and to liaise with Council regarding the option of moving the grey pontoon over to the jetty.

**Bike track in The Pines:** It was noted that the bike jumps were made in response to a local youth previously addressing Progress directly asking for a bike path to be developed. As more people started using the area as a walking trail, the jumps were flattened.

**Public toilets:** It was noted that cleaning of the public toilets are the responsibility of the Council.

**Kid's Activities:** It was noted that involvement in the Sports and Community Club is a good option for the youth of Stansbury.

It was resolved to place a callout in the February Scribble inviting suggestions from the youth as to what facilities and activities they would like to see developed in Stansbury.

**12. GENERAL BUSINESS:**

**12.1 Stansbury Sports and Community Club grandstand repairs:** A letter was tabled regarding repairs to the grandstand and seeking funding.

It was noted that the Sports Club are undertaking a survey of the community to determine the preference for building a new grandstand versus repairing the existing one. Work has already been carried out on the changerooms. Some areas of the existing grandstand have been roped off as they are unsafe to use.

It was noted that the land is owned by the Council but the building is to be maintained by the Sports and Community Club.

**Moved: Ted Buttfield**

**Seconded: Beth Faulkner**

**To write to Yorke Peninsula Council advising that SPAI will provide the Stansbury Sports and Community Club with a contribution of \$7500.00 towards repairs to the timber structure of the grandstand. However this is dependent upon Yorke Peninsula Council providing, at a minimum, an equal contribution towards this project.**

**Carried: #10 14.12.20**

**13. CLOSURE:** Meeting closed at 10.22pm.

**Next meeting:** Monday 8<sup>th</sup> February 2021.

**Don McPhee**

**Chairperson .....**

**Date:.....**