

**Minutes of the Stansbury Progress Association Inc. Executive Committee  
Meeting held in the Stansbury Institute on  
9 November 2020 at 7.30pm.**

**PRESENT:**

Ted Buttfield (Vice Chairperson), Beth Faulkner, Steve Bowley, Graham Newstead, George Kokar, Graham Klose, Councillor Michael Murdock, Steve Edmead, Kathy Coy, Carley Crouch (minute taker).

**MEETING OPENED:** 7.32pm

**1. WELCOME:** Ted Buttfield 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:** Don McPhee (Chairperson), Kevin Forrest, Julie Harris, Sue Oldfield

**4. ACCEPTANCE OF MINUTES:**

**Moved:** Graham Klose

**Seconded:** Beth Faulkner

**That the minutes of the Stansbury Progress Association Inc. Executive Committee held on Monday 12 October be accepted as read and confirmed as a true record.**

**Carried: #1 9.11.20**

**5. CARAVAN PARK REPORT:**

**5.1 Caravan Park Manager's Report**

A written report was provided.

The following was noted by the managers:

- It has been very busy through October including many visitors who have not been to Yorke Peninsula before.
- Online bookings have been strong and any cancellations in self contained accommodation are quickly rebooked.
- Cabin 4 experienced flooding in the bunk room during recent heavy rain due to the wind blowing out the outside panelling and allowing water to run inside. Cabin 1 has also had leaking water inside. Steve has silicone the windows and will continue to monitor the situation.
- Mowing around the hold bay vans is almost complete with only the back row left to mow.
- There appears to be an increased number of spiders and bugs around the accommodation units.

- OPD shed footings are complete and once set the construction of the shed will commence.
- Melbourne Cup BBQ was enjoyed by guests although in a different format to previous years due to social distancing requirements.
- Fish offal is being taken away by a local community member

It was resolved to seek a quote for pest control around the perimeter of the accommodation units and the playground. Any products used must be classified as safe to use in this type of environment.

It was noted that illegal dumping of crab/fish offal may be occurring in OPD as there is a bad smell near the cemetery end of the park.

It was noted that YP Council perform inspections of the playground facilities in the park. A customer service request will be lodged with the Council requesting a copy of the report from the last inspection, and an indication of how often inspections take place.

It was noted that a student from Westminster School produced a short video featuring Stansbury businesses as part of his school project which has been shared on the Stansbury Caravan Park Facebook page.

It was noted that a complaint had been received from a previous patron of the park regarding poor customer service when trying to make a booking for a 3 week period commencing late October. It was confirmed that no sites were available which met their criteria for that period. The importance of providing excellent customer service at all times has been reiterated to those concerned.

**Moved: Graham Klose**

**Seconded: Graham Newstead**

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

**Carried: #2 9.11.20**

Steve Edmead and Kathy Coy left the meeting at 8.01pm and did not return.

## **5.2 Caravan Park Sub Committee Report**

Nil to report.

## **6. FINANCE REPORT:**

### **6.1 Finance Sub Committee Report:**

Steve Bowley reported good results for October with income 30% higher than budget, and 31% higher than the same period last year. Expenses are down mainly as a result of the maintenance allocation not being used due to

difficulty in accessing the accommodation units as they have been consistently booked out.

The option of using contractors to support the managers in completing maintenance works will be investigated.

Occupancy has been high during October and preliminary discussions have been held with a local builder regarding new accommodation units. The business manager will present information on the return on investment to the Finance Committee for consideration.

It is unclear whether the strong occupancy and revenue being experienced at the moment is sustainable in the long term. The situation will be reviewed in May-June 2021 to determine what the trends are indicating for the future.

It was noted that planning needs to commence now in regards to new accommodation units to ensure they are ready for installation next Winter. Funds have been allocated in the Capital Works Budget for this project.

**Moved: Steve Bowley**

**Seconded: Graham Klose**

**Acceptance of the October Finance Report.**

**Carried: #3 9.11.20**

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

### **7.1 Business Manager's Report:**

A written report from the Business Manager was provided.

It was noted that correspondence has been received from YP Council dated 4<sup>th</sup> November advising that Council are not equipped to meet the SA Government's Covid 19 requirements for large gatherings in public places. As a result, approvals will not be provided for fireworks events for this year's New Year's Eve.

It was noted that although Progress are disappointed not to be able to hold the NYE fireworks, it is a responsible decision and one which has to be abided by.

It was noted that the NYE twilight markets are a smaller food based market designed to support the public who are attending the fireworks. Given the fireworks are not going ahead it was recommended that the twilight market be cancelled as well. The daytime market will proceed as normal. Advertising about the events will be arranged.

**Moved: Graham Newstead**

**Seconded: Steve Bowley**

**That both the NYE fireworks and the NYE twilight markets are cancelled for 2020.**

Carried: #4 9.11.20

Moved: Carley Crouch

Seconded: Graham Klose

Acceptance of the Business Manager's Report for October.

Carried: #5 9.11.20

## **8. VIC AND MARKET REPORT:**

### **8.1 VIC and Market Report:**

A written report was provided.

It was noted that there had been a mix up with where the VIC key was located as it had not been returned to its usual collection point. The key was located, however a key safe has now been installed and the volunteers have had instruction on how to use it.

It was recommended that relevant local businesses be invited to the morning tea for VIC volunteers being held late November. This is an opportunity for them to provide up to date information on the services they offer.

## **9. MATTERS ARISING FROM MINUTES:**

### **9.1 Meeting with the Caravan Park Managers**

Matters addressed in the Business Manager's report.

### **9.2 Hold Bay Van query re fees for nights not used**

A previous query regarding being charged for nights not used as part of the Van Storage Agreement has been resolved. In summary, email correspondence had not been received and therefore no response had been provided. The matter was satisfactorily resolved after a conversation with the person submitting the query.

### **9.3 Follow up service request to Council re Telstra service pits**

YP Council contractors have fixed the problem with the service pits.

### **9.4 Submit information to Council re footpath upgrade**

Submission yet to be completed.

### **9.5 SPAI Facebook page**

SPAI Facebook page is now up and running. SPAI members are encouraged to "like" and "follow" the page to increase reach and exposure.

## 10. SUB COMMITTEE REPORTS:

### 10.1 Institute:

Graham Newstead reported the painting in the ante room has been completed. A major problem has been identified with the roof, and a quote will be obtained for reroofing the supper room.

It was noted that day to day works are funded by the Institute. The Institute Committee liaises with Council on any structural work to be completed, and where possible, costs are shared between the Council and the Committee.

### 10.2 Tidy Towns:

Don McPhee (Chairperson of Tidy Towns – absent).

It was noted that the Nissan vehicle used to tow the water cart is no longer fit for purpose. A suitable replacement would be an automatic, single cab 4WD ute.

**Moved: Steve Bowley**

**Seconded: George Kokar**

**That in the interests of safety the Nissan vehicle be decommissioned and replaced with a ute that will be suitable for towing the water cart, and with a purchase value up to \$20K ex gst.**

**Carried: #6 9.11.20**

### 10.3 Town Projects:

**Water Tower Art Trail update:** Graham Klose reported that neither himself or Julie Harris were available to attend the last Water Tower Art Trail meeting and that Carley Crouch attended in their absence.

Artists have submitted their expressions of interest and sample artwork. The working party has made a shortlist of artists which will go out for public vote on Friday 13<sup>th</sup> November. Once the final artist has been chosen, further consultation will take place to finalise the design.

## 11. CORRESPONDENCE:

**11.1 Little Free Library letter**— a letter was tabled from a Stansbury holiday home owner seeking permission to set up a free library in Stansbury. The “libraries” are generally a small construction where books are left and able to be exchanged for free.

**Moved: Graham Klose**

**Seconded: Beth Faulkner**

**To provide approval for the library to be constructed and installed at the VIC by the person submitting the request to Progress.**

**Carried: #7 9.11.20**

**12. OTHER BUSINESS:**

**12.1 LED lights in caravan park:**

The caravan park has previously been assessed in regards to accessing the replacement of LED lights under a government scheme, but was unfortunately deemed ineligible.

**12.2 PA system relocation**

It was noted that the PA system currently in storage at the VIC could be better utilised by the Institute. It was resolved to move the system to the Institute.

**13. CLOSURE:** Meeting closed at 9.25pm.

**Next meeting:** Monday 14<sup>th</sup> December 2020

**Ted Buttfield**

**Vice Chairperson .....**

**Date:.....**