

**Minutes of the Stansbury Progress Association Inc. Executive Committee Meeting  
held in the Stansbury Institute on  
Monday 12<sup>th</sup> February at 7.30pm.**

**PRESENT:** Don McPhee (Chairperson), Shaun Toft (Vice Chairperson), Ted Buttfield, Sue Oldfield, Kevin Forrest, Graham Klose, Doug Carruthers, Cr Trevor Clerke, Michelle Hoffmann and Leon Cartledge (Park Managers), Carley Crouch (minute taker).

**MEETING OPENED:** 7.32pm

**1. WELCOME:** Don McPhee welcomed everyone to the meeting.

**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:** Beth Faulkner, Julie Harris

**4. ACCEPTANCE OF MINUTES:**

**4.1 Acceptance of the Minutes**

**Moved:** Ted Buttfield

**Seconded:** Shaun Toft

**That the minutes of the Stansbury Progress Association Inc. Executive Committee meeting held on Monday 11<sup>th</sup> December 2023 be accepted as read and confirmed as true records.**

**Carried: #1 12/02/2024**

**5. CARAVAN PARK REPORT:**

**5.1 Caravan Park Manager's Report:**

A written report was tabled.

Leon and Michelle reported the following:

- The park is fully booked at the moment. However, there are a few gaps in bookings for the villas between the March long weekend and Easter. A special promotion may be considered if these remain unbooked.
- The boom gates at OPD are now operational, with the new software installed. The Foreshore boom gate was damaged (control arm snapped by persons unknown). A replacement part has been ordered, along with a spare to be kept in storage. This is the second time the part has been replaced. Leon suggested installing video surveillance cameras at both OPD and Foreshore boom gates.

**Moved: Shaun Toft**

**Seconded: Graham Klose**

**To get a quote for video surveillance equipment to be used at both OPD and Foreshore boom gates.**

**Carried: #2 12/02/2024**

- Thank you to Tidy Towns for trimming trees in the park. Also, to the volunteer organisations who empty the bottle and cans bins. It has been a busy summer season so far, and the bins have been very full. Having them emptied regularly has been great.
- Thank you to Kevin Forrest for repairing the broken TV antenna in the camp kitchen.
- A door in the men's amenities was damaged over Christmas as the occupant incorrectly thought they were locked in the cubicle. Leon is completing the repair to the door.
- Request for the purchase of a laptop for use by the park manager. There are times when both the reception PCs are being used by office staff and Leon requires access to a computer.

It was resolved that Kevin Forrest has a spare PC which he can set up for Leon to use.

- The drain which has collapsed in the Foreshore Park will be repaired during winter.
- The upgrade of wifi at OPD will be completed once SYP Security have received the remaining parts required to complete the job.
- The chest freezer at the fish cleaning station near the groin in the Foreshore Park, stopped working and has been replaced by the only remaining new freezer which was in storage.

It was resolved to price a larger chest freezer to be kept as a spare.

- Good reviews are being received on Google.
- Peninsula Home Improvements have had trouble getting materials for the blinds to be installed at the Foreshore camp kitchen BBQ area. Leon will follow up with them again.
- Customer feedback highlighted that additional café blinds and some cladding over the deck balustrades on the new villas is required to block out the wind. The existing blind is insufficient.

It was resolved to proceed with the installation of blinds and cladding.

Customer expectation was also that baby Weber Q's were provided in the new two bedroom villas, the same as the three bedroom villa. The intention was to provide these for the two bedroom villas, after an initial trial in the three bedroom villa. No issues have been experienced by staff re cleaning/mess etc. However, stainless steel backsplash on the exterior of the villas will be installed.

**Moved: Ted Buttfield**

**Seconded: Kevin Forrest**

**To proceed with purchasing two Weber baby Q's and carts for the two bedroom villas.**

**Carried: #3 12/02/2024**

- The high number of pigeons roosting in the Foreshore amenities block continues to be big problem. Corey, Yorke Peninsula Solar, has recommended reducing the population before trying to install mesh around the solar panels. Jason Aldenhoven is looking at options to replace the mesh on the cavity at the top of the amenities block where they are getting in. Ted will also investigate options for managing the problem.
- Dean and Dawn are currently on leave for a week. Temporary casual staff are working well in groundskeeping, housekeeping and reception duties.
- Don McPhee noted that the current high occupancy in the park is great.
- Information from PIRSA regarding the requirements around professional crab fishing, will be forwarded to the park, included in the Scribble and put up on the town notice board.

## 6. MATTERS ARISING FROM MINUTES:

### 6.1 Music Festival 2024:

In Andrew Pisani's absence, Leon Cartledge provided the following update:

- There is not enough time to hold a large music festival over three days on the June 2024 long weekend. Booking headline acts, providing accommodation, organising security, ticketing, marketing, food, bus travel between nearby towns etc is logistically difficult and will require 12 months of planning.
- An alternative for this year, is the option of running a smaller event over two days which involves DJs rather than bands. The Stansbury Institute could be used as the venue with a kids disco from 12noon until 4pm, and then an adults event in the evening. A temporary licence for alcohol would be required. The Institute Committee would need to approve the use of the hall. Leon is preparing information around this idea for consideration.

Sue Oldfield advised that the Sports and Community Club had discussed the idea of holding a music festival over the October long weekend. Progress to fund the event, with the Sports Club to run the bar.

It was noted that Progress would require a business case to assess the viability of a large scale event, as it would need committee and local community support.

It was resolved that Leon will provide information to the Town Projects sub-committee to consider, in regard to the viability of the smaller event. The sub-committee can then present to the Executive Committee.

Cr Trevor Clerke advised there is currently a Regional Event Fund which may be suitable for the development of an ongoing event. Information has been forwarded to the Business Manager.

Leon and Michelle left the meeting at 8.27pm and did not return.

**Moved: Sue Oldfield**

**To accept the Caravan Park Manager's Report for January.**

**Seconded: Shaun Toft**

**Carried: #4 12/02/2024**

## 7. BUSINESS MANAGER AND FINANCE REPORT:

7.1 A written report for December and January was tabled.

A list of current capital expenditure was tabled.

It was noted that lack of privacy in the Foreshore Park Manager's residence continues to be a problem, in spite of past efforts (increased soundproofing between residence and the office). It is recommended to investigate options for installing a stand alone building which incorporates the front office and staff room. Ideal location would be next to the existing office/house.

**Moved: Doug Carruthers**

**Seconded: Shaun Toft**

**To engage Andrew Davidson to develop initial concept plans for a separate office building for approval by Council.**

**Carried: #5 12/02/2024**

**Note: Ted Buttfield did not vote due to a conflict of interest.**

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### 7.2 Automated External Defibrillator (AED) donation – ADBRI

Daniel Baillie, Manager, Quarry Operations, ADBRI, contacted Progress regarding the offer to donate three AEDs and cabinets to the association for distribution into the community. The recipients of the devices would be responsible for the ongoing maintenance and servicing.

It was agreed that this was a generous offer, and Progress would be happy to accept the donation, and arrange suitable distribution.

Sue Oldfield advised that the Sports and Community Club have recently installed an AED. This will be included in the monthly Scribble notice.

### 7.3 Town light update

Council have engaged an electrician to review the town lights which are not working along the Foreshore. An updated map has been provided to the electrician and Council as requested.

It was noted that one additional light in the middle of the playground needs to be marked on the map. This amendment will be forwarded to the electrician for his reference.

## 8. MARKET CO-ORDINATOR/ADMINISTRATION REPORT:

8.1 A written report for December and January was tabled.

It was noted that as part of the new insurance policy covering volunteers, a "sign in, sign out" sheet will be required for all volunteers. Diana will be implementing this for volunteers assisting with the Seaside Markets, and Hannah will implement one for the Visitor Centre. Tidy Towns already have a documented roll call in place.

Moved: Ted Buttfield

Seconded: Graham Klose

To accept the Business Manager and Administration reports for December and January

Carried: #6 12/02/2024

#### 9. SUB COMMITTEE REPORTS:

9.1 Institute: Nil report.

9.2 Tidy Towns:

Don McPhee reported the following:

- A lot of watering of town trees and pot plants has been undertaken recently.
- Vegetation has been cut back on the corner of West Terrace and St Vincent Street, providing better visibility for motorists.
- Further trimming back of vegetation is required at Musgrave Lane and Beechcroft Road.
- Vegetation was also trimmed back near the corner at the Foreshore Caravan Park.
- Vandalism has taken place over the summer holidays, with one of the street banners being stolen, and the bracket damaged.
- The old zero steer mower has been converted to a spray unit, which Ted has been using around town to manage weeds.

9.3 Town Projects: Nil to report.

9.4 Access Advisory Committee: Nil to report.

Moved: Kevin Forrest

Seconded: Doug Carruthers

To accept the sub committee reports for December and January

Carried: #7 12/02/2024

#### 10. CORRESPONDENCE:

10.1 Letter, Sonya Rankine, YP Arts and Culture Working Group, 15<sup>th</sup> December 2023, tabled.

10.2 Letter – Stansbury Museum, tabled.

Moved: Graham Klose

Seconded: Kevin Forrest

To donate two caps and one hoodie to the Museum raffle.

Carried: #8 12/02/2024

- 10.3 Letter – Stansbury Basketball Club, 2<sup>nd</sup> January 2024, tabled.
- 10.4 Letter, Department of Primary Industries and Regions, 15<sup>th</sup> January 2024, tabled.
- 10.5 Email – R Rankine, 27<sup>th</sup> January 2024, tabled.

## 11. GENERAL BUSINESS:

### 11.1 Yorke Peninsula Saltwater Classic 2024:

Don McPhee provided an update on Yorke Peninsula's Saltwater Classic, which is being held over the weekend of 13<sup>th</sup> and 14<sup>th</sup> April 2024. It is a biennial event, jointly hosted by Port Vincent and Stansbury. There are a number of activities planned in both towns over the course of the weekend.

However, there is a concern regarding the co-ordination of the event being largely left to Richard and Carol Carter. A call out to volunteers from the community to assist on the day with marshalling vehicles and other duties would be appreciated.

There is an ongoing issue with volunteers who usually assist in events of this nature, getting older, or no longer being with us. There is a need to recruit new volunteers to provide support, and ensure that events attracting visitors to our town, can continue to go ahead.

It was agreed to appeal to the wider community via notices in the town noticeboard, Scribble and Facebook.

### 11.2 Pioneer Skills Festival

Hannah Dale, Visitor Information Officer, is organising a Pioneer Skills Festival to be held on the campground, Oyster Point Drive Caravan Park on Saturday 11<sup>th</sup> May. This ties in with the South Australia's History Festival calendar of events.

It will be a free event, with the focus on early trades and lost skills with demonstrations, stalls and food vans.

Hannah is also working collaboratively with Stansbury Museum to determine what other activities can be planned for the weekend.

### 11.3 New resident to Stansbury

Shaun Toft advised he has been contacted by a new resident to Stansbury who is interested in joining Tidy Towns.

Shaun has also been contacted by Bruce Meehan's son who has a ride on mower for sale, which may be of interest to the school or sports club.

### 11.4 White faced heron

Sue Oldfield advised she has noticed an increase in numbers of white faced heron. It was noted that this sometimes happens when the shag numbers have decreased.

14. CLOSURE: Meeting closed at 9.24 pm.

Next meeting: Executive Committee Meeting, Tuesday 12<sup>th</sup> March 2024

Don McPhee

Chairperson ..... 

Date: ..... 12/3/24

