

**Minutes of the Stansbury Progress Association Inc. Executive Committee Meeting
held in the Stansbury Institute on
Tuesday 12th September 2023 at 7.30pm.**

PRESENT: Don McPhee (Chairperson), Shaun Toft (Vice Chairperson), Sue Oldfield, Graham Klose, Doug Carruthers, Julie Harris, Beth Faulkner, Ted Buttfield, Andrew Pisani, Leon Cartledge and Michelle Hoffmann (Caravan Park Managers), Jeff Brundell (150th Committee Chairperson), Maxine Cooper (150th Committee Secretary), Carley Crouch (minute taker).

MEETING OPENED: 7.31pm

1. WELCOME: Don McPhee welcomed everyone to the meeting, in particular the new committee members: Shaun Toft and Andrew Pisani, 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: Kevin Forrest, Cr Trevor Clerke

4. ACCEPTANCE OF MINUTES:

4.1 Acceptance of the Minutes

Moved: Doug Carruthers

Seconded: Beth Faulkner

That the minutes of the Stansbury Progress Association Inc. Executive Committee meeting held on Monday 10th July 2023 and the minutes of the post Annual Electors Meeting of the Stansbury Progress Association Inc. Executive Committee meeting held on Monday 8th August 2022, be accepted as read and confirmed as true records.

Carried: #1. 12/09/2023

5. CARAVAN PARK REPORT:

5.1 Caravan Park Manager's Report:

A written report was tabled.

Leon and Michelle reported:

- The laying of the bitumen in the Foreshore Park is now finished. There was a concern that the sensors for the boom gates would be melted by the hot mix and would need replacing. However they appear to be working at this stage.
- Villas 5 and 6 are undergoing a minor refurbishment with new VJ board being installed in the living area. On removing the split system air conditioners, it was noted that they are all rusty. The electrician recommended the most economical solution was to replace them new with units. These are on order and scheduled to be installed later this week.

- Earthwork has commenced at OPD to spread the fill in preparation for drive through sites in the future.
- A quote was received for café blinds in the BBQ area of the Foreshore amenities block. However, other options are being investigated with the supplier to see if there is a more economical solution.
- SYP Security have been contacted re the quote to improve the wifi connectivity at OPD. It is likely that trenching and the installation of poles will be required. The coverage for the manager's residence needs to be improved, together with the ASL's, in particular those who face the van storage area.
- Queries are being received from ASL's as to when the bitumen is going to be upgraded at OPD. They are being advised that this is in the pipeline.
- The Foreshore drains are due to be jetted out, it is hoped this will be done before the long weekend.
- A "thank you" to Kevin for installing 12 volt lights which light up the entrance sign to OPD.
- Don advised that the lights on the town entrance sign are not working. He will follow up with Kevin once he returns from leave.
- Sue advised that she has called SA Power Networks about the light opposite the hotel, and the one near the BBQ on the foreshore which are still not working. This issue was initially reported back in May. SA Power Networks will follow up.

Moved: Beth Faulkner

Seconded: Ted Buttfield

To accept the Park Manager's report for August.

Carried: #2 12/09/2023

Leon and Michelle left at 7.48pm and did not return.

6. 150TH SUB COMMITTEE UPDATE:

6.1 Minutes of the meeting held on 6th September were tabled.

Jeff Brundell and Maxine Cooper reported:

- Maxine has developed some running sheets for the various events being held over the weekend. These will help ensure all bases are covered, and any last minute jobs will be finalised.
- Mayor Darren Braund will be attending the Friday night opening event. Apologies have been received from Rowan Ramsey and Fraser Ellis.
- Pricing for the chronology book needs to be finalised. It is important the books are affordable and priced to sell.

Moved: Ted Buttfield

Seconded: Beth Faulkner

To price the chronology books at \$20 each.

Carried: #3 12/09/2023

- The Museum have updated the history walk book. TechDry SA sponsored the printing of the book. Maxine has also developed a brochure to be used as a reference on the guided walks over the

celebration weekend. They will also be available in the Visitor Centre on a permanent basis.

- The souvenirs and merchandise has arrived for sale over the weekend. Maxine has conducted eight interviews with locals. The interviews have been filmed and will be shown in the Institute over the weekend.
- The voice over for the light show has also been recorded. Chris Duncan, Andrew and Yvonne Slater and Trevor Gill read the script. George is very happy with the quality of the recording.
- Volunteers are needed for the Sunday morning to assist with directing the exhibitors and stall holders to their positions on the oval. The zones will be marked out to make it easier for people to see where they need to be. Time required is 8.30am to approximately 1.00pm

Beth, Julie and Shaun volunteered to act in the role of guides for the morning.

- Progress will arrange to set up the marquee early Sunday morning. Len Easter will drop of his marquee on Friday afternoon. It was noted that care needs to be taken when erecting the marquees so that the pegs do not hit the water lines which run under the turf and are situated approximately 20m apart.
- The jumping castle will need to be pegged down.
- Progress will arrange rubbish bins from the Saturday market to be emptied and delivered to the oval.
- Harris Outdoor will be dropping off a load of sand onto a tarp on the oval for the kids to play in.
- Visitors to the Sunday event will need to park outside the oval and walk in.
- The displays in the Institute are being finalised.
- It was discovered that there are a couple of power points on the oval which are not working. Cost to fix is \$350. It was resolved to pay the cost of \$100 to hire a generator for the jumping castle, rather than repair the power points.
- A generator is being hired from Tom Edwards which will cover the food vans power requirements.
- Due to not as many historic cars and engines being displayed, and not as many food stalls attending, all the activities have been situated at the top of the oval to help create a good atmosphere.
- JB is collecting the toilets on Thursday.
- It is thought that there will be too much light from the power poles at the jetty which will affect the light display on the cliffs. Some of the lights will need to be covered over during the screening. George has some blackout material which may suit this purpose.
- George is not well at the moment, however he will send over his offsider next week to do a test run of the light display. George's staff will also provide the security for his equipment over the course of the weekend.
- Volunteers will be required to assist with setting up the traffic control for the light show. The road closure trailer will be parked at the jetty after the markets are finished.
- Amber Joy Poulton suggested that a third person would be available to perform with her, however this would cost an additional \$350.00.

It was noted that as the oval is a large area, the bigger and better the sound is from the performers, the better the experience will be for those attending.

Moved: Shaun Toft

Seconded: Julie Harris

To book the additional performer at a cost of \$350.00.

Carried: #4 12/09/2023

- A sponsors and donation list will be compiled and displayed at the oval to recognise everyone who has contributed towards the event. A powerpoint presentation will be on a loop on the tv at the Friday night event.
- Any further information, suggestions etc, to be forwarded to JB or Maxine.
- Shaun noted that the sign at the jetty is missing "ST" and is currently showing as "ANSBURY JETTY". Graham will inspect and see if there is any short term fix he can apply ahead of the weekend.
- It was also noted that the light pole by the boat ramp has been damaged.

Jeff Brundell and Maxine Cooper left at 8.40pm and did not return.

7. MATTERS ARISING FROM MINUTES:

7.1 Pavers – Blue Lime Cafe:

Nil to report as Cr Clerke was an apology for this meeting.

8. BUSINESS MANAGER AND FINANCE REPORT:

8.1 A written report for July and August was tabled.

Moved: Doug Carruthers

Seconded: Graham Klose

To accept the Business Manager's report for July and August.

Carried: #5 12/09/2023

9. MARKET CO-ORDINATOR/ADMINISTRATION REPORT:

9.1 A written report for July and August was tabled.

Moved: Beth Faulkner

Seconded: Graham Klose

To accept the Market Co-Ordinator/Administration report for July and August.

Carried: #6 12/09/2023

10. SUB COMMITTEE REPORTS:

10.1 Institute

Ted Buttfield reported that doorstops have been installed on the bottom of the doors. Nil else to report.

10.2 Tidy Towns:

Don McPhee reported the following activities have taken place:

- Repair work has been carried out at the Institute including yard work and painting of the foyer.
- Tree branches which came down in the last high winds have been removed from Towler Street.
- A tidy up of the area around the sails has taken place, including cleaning of the BBQ area.
- Tidy up along Adelaide Road, and along the foreshore between the cemetery and the caravan park, has also taken place.
- Conversion of the zero steer mower into a spray unit is underway.
- Ten vans have been moved to the Beechcroft Road site. The shed has been cleaned out and now has a lock on it. The Lions Club van will be moved there in the near future. This will allow for another undercover space to be offered as paid storage.
- The rocks and concrete foundations from the Foreshore Park development which were dumped at OPD, will be moved to Beechcroft Road to extend the level area out towards the road for more van storage.
- Recent weather has resulted in the weeds around the town getting out of control. Tidy Towns are trying to address this ahead of the 150th weekend. Sue advised that she has independently sent a CSR to Council about the problem.

10.3 Town Projects:

Graham Klose reported that the railing in front of the Institute was rusting. Ted has done some work to fix this.

Also, the historic photo panels for the Visitor Centre fence are in production. Bray Signs will be carrying out the installation as a donation towards the 150th event.

10.4 Access Advisory Committee:

Nil to report.

Ted noted that the footpath near the school is getting washed out by rain. The footpath in front of the museum is also affected by water.

The school sign also needs to be moved closer to the corner in an effort to slow down traffic going around the corner.

Moved: Andrew Pisani

Seconded: Sue Oldfield

To accept the sub committee reports for August.

Carried: #7 12/09/2023

10.5 Election of Sub Committees:

The following sub committees were formed:

Caravan Park: Ted Buttfield, Don McPhee, Sue Oldfield, Beth Faulkner, Kevin Forrest.

Finance: Don McPhee, Beth Faulkner, Doug Carruthers

Town Projects: Don McPhee, Julie Harris, Sue Oldfield, Graham Klose, Andrew Pisani.

Access Advisory Representative: Graham Klose.

11. CORRESPONDENCE:

11.1 Email – L McSkimming, YP Council, 27th July 2023, tabled.

It was noted that:

- The project of paving St Vincent Street has been submitted to Council twice, as part of the budget submission process. The project has now been rejected twice, despite an offer of a co-contribution on the most recent submission.
- A number of footpaths in the town require work.
- Grant applications need to be professional and require supporting documentation from consultants, Councils etc.

11.2 Email – M Pulling, YP Council, 28th August 2023, tabled.

12. GENERAL BUSINESS:

12.1 Pump Track Update:

A paper providing an update on the development of recreational infrastructure and play space in Stansbury was tabled.

It was noted that Centenary Park has had no development for decades, and there is an opportunity to improve the area. This would require a plan which is supported by the community, and would be completed in stages over the long term.

It was agreed that the Town Improvement Sub Committee would consider options for recreational activities within the town, and draft a plan for the area. This would focus on needs as identified by the committee, and ideas on how to meet these needs. The plan would then be presented to the community for feedback. The Sub Committee will draft a notice for the Scribble in due course.

A meeting time for the Sub Committee will be scheduled after the 9th October.

12.2 Tender Process:

Don advised that the previous tender process was developed around 10 years ago. While the process suited the needs and business climate at that time, the environment has now changed. It is difficult to secure contractors and trades to complete tasks in the required timeframe. As such, a new process/policy needs to be developed which better suits the current environment.

12.3 Lifter for bottles and cans:

Some years ago the old rubbish truck was given to Hart Bros. This had a lifter on the back of it which has now been given back to Progress. The lifter will be mounted onto the bench at the bottle and can depot, to assist the volunteers in lifting and sorting.

12.4 AED - Institute:

A flyer has been received by the RSL advising of the mandatory requirement to have one cardiac defibrillator for every 1200m² of floor space in public buildings. Premises have until 1st January 2025 to comply.

Defibrillators Australia sent the flyer advertising a package deal. St John's were contacted to provide a comparison quote. This has not yet been received.

Doug Carruthers will follow up with the RSL as to any special pricing they may be eligible for.

13. OTHER BUSINESS:

13.1 OPD Rainwater tank

Don McPhee confirmed that it is a council requirement to have a rain water tank for water catchment off the OPD storage shed and cabins. This water could be made available for fire fighting purposes. There are also two other tanks situated in OPD for this purpose.

13.2 Aleppo Pines – Park Terrace

Sue Oldfield advised she has submitted a CSR to Council re the Aleppo Pines which are starting to grow back at the top of Park Terrace.

13.3 Food van location – Stansbury

Andrew Pisani advised that the current location, as approved by council, for mobile food vans in Stansbury is the old boat ramp.

Over last summer, Andrew, and four other food vendors, received complaints from the occupants of the houses directly across the road, complaining that their ocean view was blocked by the van.

The food vendors pay \$2000 per year for the council permit, and only one van is allowed on the site at one time.

Andrew proposed that the area near the playground across from the old butter factory would be a more suitable place for the food vans. This is closer to toilet facilities, would not block the view, and families could use the playground whilst enjoying the takeaway food.

Sue Oldfield was of the understanding that there are restrictions on how close the mobile vendors can be located to other bricks and mortar food premises. Andrew stated that this was not the case.

Andrew requested a letter from Progress supporting the food vendors in sending a submission to council asking for a change in location of where the mobile vendors are allowed to set up and trade.

Moved: Ted Buttfield

Seconded: Graham Klose

To write a letter to BA Fisheries in support of the mobile food vendors writing to council requesting a change in location to the entrance of the foreshore playground across from SYP Marine.

Carried: #8 12/09/2023

14. **CLOSURE:** Meeting closed at 10.09 pm.

Next meeting: Executive Committee Meeting, Monday 9th October, 7.30pm

Don McPhee

Chairperson 

Date:..... 10.10.2023