

**Minutes of the Stansbury Progress Association Inc. Executive Committee  
Meeting held in the Stansbury Institute on  
Monday 10<sup>th</sup> January 2022 at 7.30pm.**

**PRESENT:** Don McPhee (Chairperson), Ted Buttfield (Vice Chairperson), Graham Klose, Beth Faulkner, Doug Carruthers, Sue Oldfield, , Kevin Forrest, Julie Harris (from 7.37pm) Leon Cartledge and Michelle Hoffmann (Caravan Park Managers), Carley Crouch (minute taker).

**MEETING OPENED:** 7.31pm

**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. All attending members signed the Conflict of Interest document, and were reminded of the Code of Conduct Policy.

**3. APOLOGIES:** Graham Newstead, George Kokar. Cr Michael Murdock

**4. ACCEPTANCE OF MINUTES:**

**Moved:** Doug Carruthers

**Seconded:** Graham Klose

**That the minutes of the Stansbury Progress Association Inc. Executive Committee meeting held on Monday 13<sup>th</sup> December 2021 be accepted as read and confirmed as true records.**

**Carried: #1 10/01/2022**

**5. CARAVAN PARK REPORT:**

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

A written report from the Park Managers was tabled.

Leon and Michelle reported:

- There have been a few early departures due to windy weather.
- As a result of the current Covid Omicron situation, steps are being taken to minimise contact in the office such as reducing touch points. A table or bunting will be installed to reduce the ability for guests to get too close to the front counter.
- Setting up SMS messaging within RMS will be finalised once Leon has full access to the system.
- The option of installing a vending machine will be researched.
- A new radio will be purchased for the amenities block.
- Chad is ordering a new receptor for the internet to be located at the villas, as the existing one is not working and guests are unable to access the free wifi.

- OPD “in” boom gate is not working. Snap is following up with Chad.
- Communication via mobile phone between staff and the front office is difficult.

Resolved: Leon will provide quotes for a 2 way radio solution.

- Leon suggested that a small trailer be purchased for use on both Sadie and the buggy. This would allow dirty linen bags and general items to be handled and transported safely and efficiently.

Resolved: Leon to research and purchase a suitable trailer up to the value of \$500.00.

- Snap obtained a quote for installing a concrete pad in front of the ice fridge, and a step and hand rail at the front office. The quote was between \$2K-\$2.5K.

**Moved: Kevin Forrest**

**Seconded: Graham Klose**

**To proceed with the concrete pad, step and hand rail as quoted between \$2K - \$2.5K.**

**Carried: #2 10/01/2022**

- Re staffing: it has been identified that when one person is in the office, additional help on reception is required. There is a lot of foot traffic into the office with guests wanting to rebook for next year. This makes it difficult to keep up with the phone calls and email queries. Additional casual help is required Monday - Thursday inclusive, between 2pm and 5pm. The position would be on a casual basis during peak periods only, and at the discretion of the Park Managers and Business Manager.

It was noted that a previous applicant may be suitable for the role. They will be contacted to assess their interest and availability in the position.

**Moved: Doug Carruthers**

**Seconded: Kevin Forrest**

**To proceed the recruitment of one casual reception staff member for the Park, to be rostered during peak periods.**

**Carried: #3 10/01/2022**

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

Beth Faulkner reported that:

- Two van inspections: One inspection has been completed and the van has subsequently been sold. The other one will be inspected this month when the owner is onsite.
- The improvements to van 107 are progressing well. Due for re-inspection in March.

- Site #103 has requested to extend their veranda to 1.5m and install some decking. Approval has been given for these works.

**Moved: Sue Oldfield**

**Seconded: Graham Klose**

**To accept the Caravan Park Manager's report and Caravan Park Subcommittee report for December.**

**Carried: #4 10/0/1/2022**

Leon and Michelle left at 8.23pm and did not return.

## **6. FINANCE REPORT:**

### **7.1 Carley Crouch reported the following results for December:**

- Commercial income is 14.7% above budget, and 18% higher than the same period last year.
- Expenses are in line with budget.
- YTD total revenue is 6% above budget, and expenses are 12% below budget.
- The deposit for the three villas has been paid.
- At this stage the fencing for the foreshore playground will be ready mid January.

Council have approved funding for the Cemetery fence replacement (\$15K), and Grandstand repairs (\$65K inclusive of \$8K co-contribution from Stansbury Progress). However this is dependent upon Council being successful in their application for funding through the Federal Government's Local Roads and Community Infrastructure Programme Phase 3.

It was noted that Stansbury Progress advised both the Council and the Stansbury Sports and Community Club that \$7500.00 would be contributed towards the grandstand repairs.

**Moved: Julie Harris**

**Seconded: Kevin Forrest**

**To accept the Finance Report for December.**

**Carried: #5 10/0/1/2022**

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

### **8.1 Tidy Towns assessment of the bollard lights:**

All but one of the globes have been replaced with LEDs. Ted will fix the last remaining one.

### **8.2 Harbor Master Park seats installation:**

It was noted that due to the current Covid Omicron situation, Tidy Towns will be restricted to working on jobs which require only one person.

Tidy Towns will install the seats once they are back from break, and it is safe to proceed.

**8.4 Submissions to Council for 2022-23 budget:**

**a) Walking/bike trail**

Emails from Council were tabled in regards to matters which need to be taken into consideration for this project. Eg public consultation including adjacent land owner approval, and native vegetation approvals for pruning and tree removal.

Council will provide some cost estimates for the project.

It was noted that any new walking trail will need to be the same standard of Walk the Yorke. Further consideration can not be given to this matter until Council's cost estimates are to hand.

**b) Paving along St Vincent Street**

Council have provided indicative costing for paving 140m between Ceres Street and Parrington Street, and 143m between Parrington Street and West Terrace.

Confirmation is required to ensure the quote includes both earthworks and paving.

**Moved: Kevin Forrest**

**Seconded: Sue Oldfield**

**To provide a budget submission to Council for a 2 metre wide footpath from Ceres Street to St Vincent Street. Stansbury Progress Association will commit \$10K towards the project.**

**Carried: #6 10/0/1/2022**

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

**8.1** A written report was tabled.

**9. VISITOR INFORMATION OFFICER REPORT:**

**9.1** A written report was tabled.

**10. MARKET REPORT:**

**10.1** A written report was tabled.

**Moved: Julie Harris**

**Seconded: Kevin Forrest**

**To accept the Business Manager, Visitor Information Officer and Market Officer reports.**

**Carried: #7 10/01/2022**

It was agreed to proceed with booking the same fireworks company for New Year's Eve 2022, with a total budget of \$18K inclusive of gst.

## **11. SUB COMMITTEE REPORTS:**

### **11.1 Institute:**

Nil.

### **11.2 Tidy Towns:**

Don McPhee reported the aluminium pontoon has been put back in the water ready for use.

Due to the current Covid Omicron situation, Tidy Town morning teas are on hold. Volunteers will be working on individual projects to minimise group gatherings. Smaller jobs will be undertaken during this time.

### **11.3 Town Projects:**

Graham Klose reported:

#### **11.3.1 Town banners:**

The Christmas and fireworks banners have been installed. The banners for the wooden boats have been ordered. However this year's event is under review due to the Covid situation.

#### **11.3.2 BBQ shelter shed:**

It was reported that the BBQ at the shelter shed was not working. This has been fixed.

#### **11.3.3 Gabion seats and pot plants:**

Work is being carried out on the gabion seats. The remaining pot plants will be put back out onto the footpaths once they are ready.

### **11.4 Access Advisory Committee:**

Nil to report. Next meeting is scheduled on 4<sup>th</sup> February.

## **12. CORRESPONDENCE:**

**12.1 Thank you letter – Australian Melanoma Research Foundation:** tabled.

**12.2 Stansbury Museum letter – fundraising raffle request for donation –** tabled.

**12.3 Email – M Curry –** tabled.

**13. GENERAL BUSINESS:**

**13.1 Water Tower Sign – Wellbeing SA**

Council have provided an update on the Water Tower signs and works to be carried out at the sites:

- Council have approved \$40K to be spent on upgrading the existing water tower mural sites including walking paths and additional fencing. There may be enough to include signs.
- As Wellbeing SA are no longer providing the signs, no wellbeing message is required. Confirmation is requested from each Association as to whether they would like a wellbeing message included.

It was agreed not to include a wellbeing message on signage for the water tower.

**13.2 Reception Assistance at Caravan Park:**

After further discussion, it was determined to remain with the previous resolution to advertise for a casual receptionist position at the caravan park.

**13.3 Myall vs Mile Corner:**

Doug Carruthers queried whether the Committee were able to advise on the correct spelling of Myall Corner. The Council Walk the Yorke sign has it spelt as “Myall Corner”.

It was noted that some people understood it to be “Mile Corner” as it was a mile away from the post office.

**Moved: Doug Carruthers**

**Seconded: Ted Buttfield**

**To petition the Council to change the name to Mile Corner.**

**Carried: #8 10/01/2022**

Doug will follow up with the Council.

**13. CLOSURE:** Meeting closed at 9.47 pm.

**Next meeting:** Monday 14<sup>th</sup> February 2022

**Don McPhee**

**Chairperson .....**

**Date:.....**