

**Minutes of the Stansbury Progress Association Inc. Executive Committee
Meeting held in the Stansbury Institute on
Monday 13th September at 7.30pm.**

PRESENT: Don McPhee, (Chairperson), Ted Buttfield (Vice Chairperson), Graham Klose, George Kokar, Beth Faulkner, Doug Carruthers, Kevin Forrest, Sue Oldfield, Sue Bambrick (Relief Park Manager), Cr Michael Murdock, Carley Crouch (minute taker).

MEETING OPENED: 7.30pm

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: Julie Harris.

4. ACCEPTANCE OF MINUTES:

Moved: Doug Carruthers

Seconded: George Kokar

That the minutes of the Stansbury Progress Association Inc. Executive Committee meeting held on Monday 16th August be accepted as read and confirmed as a true record.

Carried: #1 13/09/2021

5. CARAVAN PARK REPORT:

5.1 Caravan Park Manager's Report:

The Caravan Park Manager's Report was tabled.

In addition, Sue reported the following:

- Bookings have been picking up with the September school holidays starting to fill up, and the October long weekend is now full.
- Prepayment of accounts in full during peak periods is working well. The response has been positive from most guests. It has acted as a reminder with some cancelling or altering their dates. Only two complaints about the procedure have been received.

It was noted that the sheds in the back corner at OPD hold road closure equipment and other supplies.

It was noted that lots of positive comments are being received about the appearance and cleanliness of the parks.

Moved: George Kokar

Seconded: Sue Oldfield

To accept the Caravan Park Manager's report for August.

Carried: #2 13/09/2021

Sue left the meeting at 7.42 pm and did not return.

5.2 Caravan Park Sub Committee Report:

Beth Faulkner reported the following:

- Recruitment through Caretakers Australia for park managers is ongoing.
- The Sub Committee met on 26th August:
 - Beth accepted the position of Chairperson
 - Due to the requirement for one of the four cabins to be classified as suitable for disabled access, it was decided to only move three cabins to OPD. The fourth one will stay in the Foreshore Park. Only three new villas will be purchased: 2 x 2 bedroom and 1 x 3 bedroom. The concept plans have been amended to reflect this change.
 - A letter is to be drafted advising Council of the development plans for the parks. Council need to sign off on this before any other commitments are made.
 - The Committee is liaising with two suppliers regarding the specs and pricing for the accommodation units.
 - Discounts were reviewed and some amendments were made to the discount structure.
 - Pet friendly sites in the Foreshore Park were extended to the 24th September. This trial will be repeated next year for the same period.

Moved: Graham Klose

Seconded: Kevin Forrest

To accept the Caravan Park Sub Committee Report for August.

Carried: #3 13/09/2021

6. FINANCE REPORT:

6.1 Carley Crouch reported the following August results:

- Commercial income was 11% above budget.
- Revenue is 10% above the same period last year.
- Tourism income is 35% higher than July, and in line with the same period last year.
- The Covid Business Support Grant was successful.
- Expenses are 5% below budget.

- The Capital Works plan to be amended allowing for the change in the number of villas being purchased (reduced to three).

It was noted that the existing website for the township of Stansbury is outdated and needs revamping. Allowance was made last year when developing the new website for the park, for the township website to sit within the same content management system. However, both sites will function individually.

Moved: Beth Faulkner

Seconded: Kevin Forrest

To proceed with the quote for the township website.

Carried: #4 13/09/2021

Moved: George Kokar

Seconded: Graham Klose

To accept the Finance Report for August.

Carried: #5 13/09/2021

7. MATTERS ARISING FROM MINUTES:

7.1 Progress Association Organisation Chart and Contact Numbers

Tabled.

7.2 Conflict of Interest and Code of Conduct

Both documents were signed by all attending committee members.

8. BUSINESS MANAGER'S REPORT:

8.1 A written report was tabled.

9. MARKET COORINATOR/VISITOR INFORMATION OFFICER REPORT:

9.1 A written report was tabled.

Moved: Sue Oldfield

Seconded: Graham Newstead

To accept both the Business Manager's and the Visitor Information Officer's reports.

Carried: #6 13/09/2021

10. SUB COMMITTEE REPORTS:

10.1 Institute:

Graham Newstead reported that Covid restrictions have affected the hire of the hall.

10.2 Tidy Towns:

Don McPhee reported that:

10.2.1 Work on trimming trees in The Pines area has been undertaken.

10.2.2 VIC kitchen makeover is ongoing.

10.2.3 Council are responsible for organising a contractor to cull the shags with four culls being carried out so far.

It was noted the smell caused by the shags along the foreshore, needs to be addressed before the October market. Tidy Towns will pressure clean the paths.

The road sweeper used on the carparks along the foreshore has taken the loose stones off the surface and filled some of the potholes. It has also helped mitigate some of the smell near the hotel.

The CFS will be approached regarding hosing the trees before the October market.

The power box near the canon to be checked to make sure it still works.

10.3 Town Projects:

Graham Klose reported:

10.3.1 Water Tower Launch: the launch of the Water Tower Art Trail will be held at Port Vincent on 9th October.

10.3.2 Banners: A letter of support was received from Council and submitted to SA Power Networks.

SA Power Networks have advised that some of the light poles along the foreshore belong to Council. The light poles on Adelaide Road will be checked by SA Power Networks.

10.3.3 Gabion Seating: The wire has been purchased. Construction should commence soon.

10.3.4 Pot Plants: additional Lilly Pilly's are needed. Trying to source a supply.

10.4 Access Advisory Committee: The August meeting was rescheduled, however, Graham Klose did not attend.

Moved: Graham Klose

Seconded: Beth Faulkner

To accept the subcommittee reports.

Carried: #7 13/09/2021

11. CORRESPONDENCE:

11.1 Email – YP Council, Economic and Tourism Strategy: tabled.

The Business Manager to review report and highlight any areas relevant to Stansbury.

11.2 Speech re Cormorants – Fraser Ellis: tabled.

11.3 Letter re Cormorants – David Speirs: tabled.

11.4 Email –park patron: tabled.

It was noted that the overall response to the payment policy has been positive, as reported by the park managers. The policy will remain in place.

11.5 Letter – Stansbury Museum: tabled.

It was noted that it has become difficult to obtain computer programs which are compatible with the museum computers. One hard drive has failed and Office 2007 can not be reinstalled.

Office 2016 run will run on Office 2007. However, Office 2019 only runs on Windows 10. Microsoft Office 365 is cloud based, is by subscription and requires an NBN connection.

It was noted that refurbished machines with Office 2019 can be purchased for around \$400 each. They also come with six months warranty and three months tutoring.

Moved: Ted Buttfield

Seconded: Doug Carruthers

To purchase 5 x \$400 refurbished machines with Office 2019.

Carried: #8 13/09/2021

12. GENERAL BUSINESS:

12.1 Swimming pontoon update:

Email from Sue Beech, Yorke Peninsula Council was tabled.

Email from insurance company regarding public liability was tabled.

Don McPhee reported that he was contacted by Sue Beech from the Council who advised that Council are supportive of the pontoons being in place.

It was noted that the email from the insurance company regarding cover for the pontoons was received prior to being advised by the Department of Infrastructure and Transport, that a licence is required and that only Council are able to apply for the licence.

It was noted that the moorings for the pontoon near the caravan park are fragile and will need replacing. All pontoons will be cleaned by Tidy Towns over the next 3-4 weeks.

12.2 ABC Radio interest in seawall:

Beth Faulkner reported that when volunteering in the Visitor Information Centre on Friday, a journalist from ABC Radio rang enquiring about the situation regarding the seawall. They enquired as to whether anyone would be interested in speaking with the ABC about the matter.

It was resolved to refer them to Council for comment.

12.3 Park development:

Moved: Beth Faulkner

Seconded: Kevin Forrest

To proceed with the recommendation from the Caravan Park Sub Committee to move three cabins to OPD and purchase three new villas for Foreshore Park.

Carried: #9 13/09/2021

12.4 Works along the cliff near jetty:

Doug Carruthers reported that there is work being undertaken on the cliff near the jetty. It appears that a landing is being planned with steps leading down.

12.5 Wheeled sports and recreation parks proposal:

It was confirmed that Progress's response to the Council proposal had been submitted.

13. CLOSURE: Meeting closed at 9.12 pm.

Next meeting: Monday 11th October 2021

Don McPhee

Chairperson

Date:.....

