

**Minutes of the Stansbury Progress Association Inc. Executive Committee**  
**Meeting held in the Stansbury Institute on**  
**Monday 11<sup>th</sup> April 2022 at 7.30pm.**

**PRESENT:** Don McPhee (Chairperson), Ted Buttfield (Vice Chair), Graham Klose, Beth Faulkner, Doug Carruthers, Graham Newstead, Julie Harris (via conference call), 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:** George Kokar, Sue Oldfield, Kevin Forrest, Cnr Michael Murdock

**4. ACCEPTANCE OF MINUTES:**

**Moved:** Graham Klose

**Seconded:** Beth Faulkner

That the minutes of the Stansbury Progress Association Inc. Executive Committee meeting held on Monday 14<sup>th</sup> February 2022 be accepted as read and confirmed as true records.

**Carried: #1 11/04/2022**

**5. CARAVAN PARK REPORT:**

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

A written report from the Park Managers was tabled.

Leon and Michelle reported:

- The SMS system is working well for both sending out the boom gate codes and communication of other messages (eg. power outages).
- The generator was needed during a recent power outage however it failed to work. It has been serviced and will now be run periodically, and on 95 octane fuel to ensure it does not fail again.
- There have been two issues with vans being damaged when moved in or out of storage. Some rearrangement of vans has taken place to allow more room to manoeuvre. Renumbering the vans and storing vans of similar size together is also being considered.

The usage history of the storage vans will be assessed to identify those vans which have not used the 14 days included in their Agreement. Consideration will be given to requesting the owners to remove the vans that fall into this category once that information is available.

**Moved: Ted Buttfield**

**Seconded: Graham Klose**

**That Leon and a representative from the Caravan Park Sub Committee review strategies to deal with the van storage situation.**

**Carried: #2 11/04/2022**

- Leon will carry out an audit and update all the MSDS's and safety guidelines for usage of the chemicals kept on site.
- It is suggested to implement a software program called Deputy which will improve efficiencies in rostering and managing timesheets.
- The solar panels have been cleaned, and the septic pumps out ahead of Easter.
- The camera which provides the office with visibility of the OPD boom gates is not working. Peter Hancock, SYP Security Services is scheduled to attend onsite on Thursday to see if he can fix the problem.
- Leon will review the park's Trip Advisor account and other online review platforms.
- A quote for installing an electric gate at the back entrance to the Foreshore Park has been received from Doyle Electrical Contractors. A second quote is yet to be received.

Leon advised that he moved 12 vans today through the back entrance and saved approximately 1.5 hours in travel time and ½ tank of fuel.

It was noted that an electric gate may not be the best solution due to sand and dirt getting in the tracks. There may be more economical solutions.

It was noted that all that is required is the ability to open and close the gate remotely either from the office or the cab of a vehicle.

Graham Newstead invited Leon to have a look at the remotely operated swinging gate he has installed to see if that would be suitable.

A mirror and sign asking motorists to slow down would be required if the back entrance was going to be used regularly.

- The boom gates at the Foreshore Park are not working. A replacement part has been ordered.
- The park is receiving great feedback from interstate visitors who are impressed with the facilities and cleanliness of the park. Beth also advised that reviews on Wikicamps over the last couple of months have been very positive and complimentary.
- Leon has spoken with Muriel Scholz, YP Council, who has confirmed that the bushes along the section where the new villas will be installed, are able to be trimmed back by 20%.

Leon and Michelle left at 8.17pm and did not return.

## 5.2 Caravan Park Sub Committee Report:

Beth Faulkner reported:

- Carley and Beth met with the four park managers on Friday 8<sup>th</sup> April to see how things were going. Tracy was able to cover the office during this time.

The managers reported that generally things are going well, however they are working on improving communication.

- Van #25 at OPD has sold.
- Van #107 most of the repairs have been completed with the outstanding matters to be finalised over Easter.
- Van #49 will be advertised for sale after Easter. It will be made clear that there is considerable work to be done on the van by the purchaser.

**Moved: Beth Faulkner**

**Seconded: Graham Klose**

**To offer van #49 for sale for \$5K or nearest offer.**

**Carried: #3 11/04/2022**

- Van #70 is up for sale and has a potential buyer but needs a number of repairs carried out. The seller has requested he be allowed to sell it "as is" and the buyers to carry out the repairs.

It was resolved to arrange an onsite meeting with the buyers to ensure they understand the work that is required. Also to explain that the repairs will need to be carried out within a three month timeframe. If this is not achieved, then a Licence will not be issued and the van will need to be removed from the park.

**Moved: Beth Faulkner      Seconded: Graham Newstead**

**To accept the Caravan Park Sub Committee Report.**

**Carried: #4 11/04/2022**

**6. FINANCE REPORT:**

**6.1 Carley Crouch reported the following results for March:**

- Commercial income is 21% above budget, and 19% higher than the same period last year.
- Expenses are 29% above budget due to invoices being paid which were budgeted for in other months, the purchase of a new washing machine for the guest laundry at the park, and the \$10K donation to the Stansbury Sports and Community Club.
- YTD total revenue is 10.5% above budget, and expenses are 6% below budget.
- Occupancy showed improvement on last year.

**Moved: Beth Faulkner**

**Seconded: Doug Carruthers**

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

**Carried: #5 11/04/2022**

**7. MATTERS ARISING FROM MINUTES:**

**7.1 Mile/Myall Corner rename update:**

Doug reported that he has started the survey and is looking to try and get 50 respondents. He has also spoken with a horticulturalist from the Botanic Gardens. Doug will try and find a spray of the Western Myall to send to them for formal identification.

**7.2 Stansbury 150<sup>th</sup> Year Celebration Committee update:**

Carley reported on Sue Oldfield's behalf that the first meeting will be scheduled after Easter.

**7.3 Pitts Cutting Access – meeting with Council:**

Don reported that work has been undertaken at Pitts Cutting with road base having been spread out. It is now reasonably accessible.

Although this is a vast improvement, Don will still meet onsite with Nick, YPC, once he is available, to assess whether a drain can be installed to deal with storm water.

**7.4 Harbour Masters Cliff upate:**

Don wrote to Andrew Cameron, CEO YPC, regarding this issue and is waiting for a response.

It was noted that it would be useful to know where the boundary of the private property is situated, so that Tidy Towns know what area they are responsible for maintaining.

#### **7.5 Port Vincent Progress Networking Workshop update:**

Kevin Forrest attended the Workshop and will provide a report next meeting.

#### **7.6 Matters arising from the Notes of Meeting 16<sup>th</sup> March:**

It was noted that there was no quorum for the meeting on 16<sup>th</sup> March, however discussion of the agenda items took place by those in attendance.

The notes from the meeting were tabled.

**Moved: Graham Klose**

**Seconded: Doug Carruthers**

**To accept the notes from the meeting on 16<sup>th</sup> March 2022.**

**Carried: #6 11/04/2022**

Matters arising from the notes:

- Replacement mattresses for the accommodation units: waiting for confirmation as to how many are required.
- Request for extra taps at the boat ramp for washing down boats: the existing pipe feeds both the toilet block and the existing tap. Putting in additional taps would compromise the water supply to the toilet block and both taps.

People need to be mindful of using the tap for the purpose it is designed for, which is washing down the boat motor only (as per signage).

**Moved: Ted Buttfield**

**Seconded: Graham Newstead**

**To leave the situation as is (one tap only).**

**Carried: #7 11/04/2022**

- CMWS update: Don reported that he received a phone call from Andrew Cameron today advising that the matter had been referred back to the LGA. Council are waiting on the LGA to provide the additional information that was requested. It was noted that no timeline had been provided, and that there is a significant gap in the funding proposal.

- Stansbury Sports and Community Club donation request: additional supporting information was requested from the SSCC. This was provided by the club and circulated to the Executive Committee for consideration.

The Committee approved the \$10K donation towards the resurfacing of two courts. It was noted that the resurfacing has been completed.

Julie advised that these two courts will be locked, and the remaining courts will be available to the general public.

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

**8.1** A written report was tabled.

It was noted that a boundary or fencing will need to be installed around the recreational area that will be developed after the cabins have been moved over to OPD.

The existing BBQ in the triangle area will be removed, and this will become bitumen due to the new villas being set back further from the coast edge.

**Moved: Beth Faulkner**

**Seconded: Graham Klose**

**To accept the Business Manager's Report for March.**

**Carried: #8 11/04/2022**

## **9. VISITOR INFORMATION/MARKET REPORT:**

**9.1** A written report was tabled.

**Moved: Graham Newstead**

**Seconded: Ted Buttfield**

**To accept the Visitor Information/Market Report for March.**

**Carried: #9 11/04/2022**

## **10. SUB COMMITTEE REPORTS:**

### **10.1 Institute:**

Graham Newstead reported that Mark Tape has been engaged to look at the leaking vents and advise what can be done to fix the issue.

### **10.2 Tidy Towns:**

Don McPhee reported:

- The installation of the fence panels at the foreshore playground is almost complete. Additional panels may be required but this will be assessed once the existing panels are in place.

- The intention behind the installation of the gabion seating along the foreshore was to replace the perma pine rails with seating which is both functional and more attractive.
- Clearing of overgrown vegetation along the walking trail south of the cemetery has been carried out.

### **10.3 Town Projects:**

Graham Klose reported:

- Six gabion seats have been installed.
- The new sign for the Visitor Information Office is ready for collection. This will measure 3m x 1m and be installed after Easter. New signs for the parks regarding dogs to be on a leash have also been organised.
- Consideration is being given to renewing the fence along Weaver Street. As part of the 150<sup>th</sup> celebrations, panels could be attached to the fence with a mural of historic photographs depicting the history of Stansbury.

It was noted that there is a young lady doing small murals on businesses in Minlaton which are being well received.

There was approval for the concept of including a mural on the fence.

**Moved: Julie Harris**

**Seconded: Beth Faulkner**

**To obtain quotes for replacing the fence alongside the Visitor Information Centre.**

**Carried: #10 11/04/2022**

Graham Klose will organise quotes for the fence.

### **10.4 Access Advisory Committee:**

Nil to report.

**Moved: Graham Klose**

**Seconded: Doug Carruthers**

**To accept all of the Sub Committee Reports.**

**Carried: #11 11/04/2022**

## **11. CORRESPONDENCE:**

### **11.1 Request from Stansbury Lions Club**

Chris Duncan provided information on a grant opportunity through SA Water. Lions are interested in installing a drinking fountain(s) along the walking trail and wondered whether Progress were supportive of this idea.

It was suggested that one could be installed down near the sails.

It was resolved to provide a Letter of Support to Lions to be included in the grant application.

**12. GENERAL BUSINESS:**

**12.1 Unreferenced comments:**

It was noted that receiving anonymous comments does not provide Progress with the ability to adequately follow up and deal with matters.

Unreferenced comments should be directed to either the Business Manager or Chairperson in the first instance.

**12.2 Foreshore playground fence:**

Julie reported that some mums had been enquiring about why there was a gap in the fence at the foreshore playground, and whether this would be rectified before Easter.

Don advised that a gap had been left to allow Council access to bring in new soft fall. It is expected that the playground will be fully enclosed by tomorrow.

**13. CLOSURE:** Meeting closed at 9.41 pm.

**Next meeting:** Monday 9<sup>th</sup> May 2022

Don McPhee

Chairperson  .....

Date: 14.6.2022 .....