

**Minutes of the Stansbury Progress Association Inc. Executive Committee  
Meeting held in the Stansbury Institute on  
Wednesday 14<sup>th</sup> April at 7.30pm.**

**PRESENT:** Don McPhee, (Chairperson), Ted Buttfield (Vice Chairperson), Beth Faulkner, Graham Klose, Kevin Forrest, Steve Bowley, Sue Oldfield, Julie Harris, George Kokar, Carley Crouch (minute taker).

**MEETING OPENED:** 7.32pm

**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.

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

**4. ACCEPTANCE OF MINUTES:**

**Moved: Kevin Forrest**

**Seconded: Graham Klose**

**That the minutes of the Stansbury Progress Association Inc. Executive Committee meeting held on Wednesday 10<sup>th</sup> March 2021 be accepted as read and confirmed as a true record.**

**Carried: #1 14/04/2021**

**5. CARAVAN PARK REPORT:**

**5.1 Beth Faulkner reported the following:**

- Sue and Ray Bambrick have been engaged as relief managers for up to six months. This will allow time to continue the recruitment process for permanent managers. Sue and Ray were referred by Mark and Jenni Matulick. As they have limited park experience, Jenni and Mark worked with them over the Easter weekend and provided onsite training. Initial feedback is that they are enjoying the role and doing very well.
- Consideration could be given to recruiting a couple who do not have park management experience, provided they have appropriate transferrable skills which would enable them to be trained in the role.
- The Finance Committee discussed the high water usage at OPD. It was noted that the standpipes are metal and rusting causing leaking which needs to be fixed. Water limits will be introduced in OPD, and will be outlined in the guidelines sent out with the upcoming FY22 Agreements.

## 6. FINANCE REPORT:

### 6.1 Steve Bowley reported the following:

- The March result is very good.
- Total commercial revenue \$128K which was \$10K over budget.
- YTD revenue is \$116K over budget.
- Actual YTD revenue is \$1.143M, with the budget being just over \$1M.
- The YTD expenditure is 10% below budget.
- YTD surplus is \$367K.
- Bank balance remains strong.
- Occupancy rates remain high.

### 6.2 Caravan Park Fee Review

The Caravan Park Sub Committee reviewed the current fees and recommended the following fee increases. The Finance Sub Committee agreed to the increases as per the below table, and referred these to the Executive Committee for approval.

#### Tourism Fees:

- Increase all powered sites in the Foreshore Park by \$1.00 (peak and off peak)
- Increase cabin off peak by \$2.00 to \$114.00
- Increase villas by \$5.00 (peak and off peak)

#### Annual Licence and Storage Fees – per annum:

Category	Existing Rate	New Rate – 1 <sup>st</sup> July 2021	% Increase
Van Storage outside	\$480.00	\$522.00	8.7%
Van and Boat Storage undercover	\$680.00	\$720.00	5.8%
Boat Storage outside	\$396.00	\$432.00	9%
Semi Permanents	\$3156.00	\$3216.00	2%
Semi Permanents self contained	\$3360.00	\$3432.00	2%
Permanents Single	\$86.00 per week	\$87.50	1.7%
Permanents Double	\$107.00 per week	\$109.00	1.9%

It was noted that historically increases to semi permanent, permanent and storage licence agreements are increased every 2 years, which was due in July 2020. However, due to COVID 19 no increases were applied.

**Moved: Steve Bowley**

**Seconded: George Kokar**

**To increase the park fees in line with the documented schedule.**

**Carried: #2 14/04/2021**

### **6.3 Caravan Park Water Usage - OPD**

It was noted that licence holders will be encouraged to be more efficient with water usage and will be advised that watering can only be carried out between defined times for 30 minutes. If water consumption does not reduce, other measures may need to be considered such as installing individual water meters.

### **6.4 Capital Works**

Additional villas in the Foreshore Park, relocating some cabins to OPD and developing drive through sites are being investigated as part of the capital works plan. Other projects include bitumen replacement in the Foreshore Park (aiming for 2022), and replacing water pipes in OPD

Costs will be firmed up and plans provided to the Executive Committee for final approval.

It was noted that a number of town projects have been submitted from members of the public. These will be referred to the Town Projects Committee for evaluation and recommendation so they can be costed and planned.

### **6.5 Visitor Information Officer – review of hours**

After consideration, the Finance Committee recommend an additional 6 hours per week for the Visitor Information Officer/Market Co-ordinator. This will provide time for some additional responsibilities relating to developing new events for the town.

**Moved: Steve Bowley**

**Seconded: Julie Harris**

**To implement the recommendation of the Finance Committee to increase the Visitor Information Officer/Market Co-ordinator's hours by 6 per week.**

**Carried: #3 14/04/2021**

It was noted that viable ideas are to be provided to the Visitor Information Officer/Market Co-Ordinator for her to facilitate once approved by the Executive Committee.

### **6.6 Purchase of a Point of Sale System – VIC**

A proposal for the purchase of the Point of Sale system for the VIC was presented to the Finance Committee for consideration. This would streamline operations and provide a more professional service.

**Moved: Steve Bowley**

**Seconded: Beth Faulkner**

**To purchase the nominated Point of Sale system at \$3700.00 to be installed and ready for use by 1<sup>st</sup> July 2021.**

**Carried: #4 14/04/2021**

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

### **7.1 Foreshore Playground Upgrade**

Don McPhee and Graham Klose met with Nick Hoskin at the foreshore playground and completed a review of the equipment. Some issues were identified such as rusting in the quad rocker and the slide needing to be replaced. Some parts of the larger gym area are also rusted and will need replacing.

Forpark Australia provided a quote for replacement of the spiral slide structure and the quad rocker.

It was noted that the costs are: \$13,325 for the quad rocker and \$18,605 for the slide. An alternative option for the slide which includes a stainless steel frame is \$19,630.00. The stainless steel frame is recommended by both Forpark and Nick Hoskin due to the location of the equipment.

It was noted that the current equipment is quite old, Council consider their role to be carrying out inspections and providing advice, equipment is very expensive and replacements need to be certified.

It was noted that roadside fence around the playground has surface rust and also needs to be replaced at an estimated cost of \$20-\$25K.

Alternative quotes and options for equipment will be investigated.

**Moved: Steve Bowley**

**Seconded: Graham Klose**

**To pay up to \$50k to replace the identified playground equipment and roadside fence.**

**Carried: #5 14/04/2021**

### **7.2 The Pines:**

Julie Harris gave a verbal overview of the vision for the development of The Pines area which includes a safe and convenient location providing a variety of activities for children, multi purpose areas and is accessible by children of all ages and abilities. Funding will be required from multiple sources, and the timeframe for completion will be dependent upon funding.

An onsite meeting with Stephen Goldsworthy, YP Council, is scheduled at 8.30am Friday 23<sup>rd</sup> April, to discuss the aspects of what can and can't be carried out in the designated area. All Progress members are welcome to attend.

**Action:** Julie Harris will draft a concept plan of where activities and facilities will be located ahead of the meeting on the 23<sup>rd</sup>.

### **7.3 Pontoon Update:**

George Kokar reported that he was advised by the Department of Transport and Infrastructure (DPTI), that pontoons generally fall under the category of Ramps and Jetties and as such Council's assume liability. Seabed licences are required for pontoons placed in the water and these are only issued to statutory organisations such as Councils. These licences will not be granted to Progress Associations.

**Action:** Business Manager to contact DPTI requesting this advice be put in writing. Council will then be invited to take on the responsibility of the pontoons.

### **7.4 Shag Problem:**

Don McPhee has been in contact again with Phil Herrmann, who has advised that the Council Risk Management Officer needs to attend and address all shooters as part of a risk management plan. A time for this is yet to be confirmed.

It was noted that the laser option is in the hands of the Council.

It was noted that prior to the markets, Tidy Towns high pressure clean areas associated with the markets. Businesses concerned with dirty footpaths in front of their shopfront are advised to contact Council about cleaning options.

It was noted that since regular culling of the shags has ceased, they have moved into the back line of pines behind the hotel making it impossible to manage their numbers.

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

**8.1** A written report was tabled.

**Moved: Steve Bowley**

**Seconded: Kevin Forrest**

**To accept the Caravan Park, Finance and Business Manager's reports.**

**Carried: #6 14/04/2021**

Don McPhee advised that:

- problem with the electrical cable at OPD should be able to be resolved without digging up the trench.
- Nick Hoskin has indicated that Progress wanted the Foreshore dump site located in the existing position, and as such Progress should bear the water, electricity and associated costs. However he has been asked to investigate further.

## 9. MARKET COORINATOR/VISITOR INFORMATION OFFICER REPORT:

- 9.1 A written report was tabled.
- 9.2 Market Dates for 2021/2022 season were confirmed as follows:
- 2<sup>nd</sup> October (long weekend)
  - 6<sup>th</sup> November (same weekend as Day at the Burgh)
  - 11<sup>th</sup> December (first weekend of school holidays)
  - 31<sup>st</sup> December day market and NYE twilight market
  - 22<sup>nd</sup> January (Australia Day is the following Wednesday)
  - 12<sup>th</sup> March (long weekend)
  - 2<sup>nd</sup> April (Saltwater Classic weekend)
  - 16<sup>th</sup> April (Easter).
- 9.3 It was resolved to increase stall holder rates for 2021/2022 season from \$32.00 to \$35.00 per stall.
- 9.4 **VIC cover:** The report outlined the difficulty in trying to recruit new volunteers to cover the centre on market season weekends. A reduced roster was presented which focusses on covering the centre only on market days and school holidays.

It was resolved that the recruitment efforts are to continue with Scribble notices and a letter drop in August. A volunteer morning tea will also be held in May at the Blue Lime Café where volunteers will be encouraged to bring a friend.

**Moved: Beth Faulkner**

**Seconded: Julie Harris**

**To adopt the suggested dates for opening the centre over weekends, subject to the number of volunteers that are recruited before the season commences.**

**Carried: #7 14/04/2021**

It was noted that it is very helpful to have Progress members volunteer on the Progress market stall during the day to allow the set up/pack up volunteers a break. Julie Harris, Sue Oldfield and Beth Faulkner (subject to commitment with the Lion's Club) offered to participate on a roster for these duties.

**Moved: Sue Oldfield**

**Seconded: Graham Klose**

**To accept the Market Co-ordinator/Visitor Information Officer report.**

**Carried: #8 14/04/2021**

## 10. SUB COMMITTEE REPORTS:

### 10.1 Institute: Graham Newstead – apology.

Don McPhee reported that the Institute roof has been replaced where there were areas of concern.

### 10.2 Tidy Towns: Don McPhee reported the following:

**10.2.1 Market Sites:** a lot more work has been undertaken this season in preparing the market sites than in previous years, as it has been necessary to provide clear boundaries for stall holders.

**10.2.2 Foreshore Caravan Park entrance:** work has commenced on the front garden area.

**10.2.3 OPD:** minor works have been carried out, and some repairs to the roadway have been completed using concrete. Solid fill from the golf course is being relocated to OPD where the drive through sites are proposed.

**10.2.4 Anzac Day:** preparation has commenced.

**10.2.5 Town garden maintenance:** the usual ongoing maintenance continues on a weekly basis.

**Moved: Ted Buttfield**

**Seconded: Beth Faulkner**

**To accept the Tidy Towns report.**

**Carried: #9 14/04/2021**

### 10.3 Town Projects:

Graham Klose reported:

**10.3.1 Seawall:** No further information on the grant submission.

**10.3.2 Foreshore Caravan Park entrance:** As above.

**10.3.3 Water Tower Art Trail Update:** No further update since the last public meeting. The new artist is working on a new design.

**10.3.4 Gabion Walls:** Graham Klose suggested installing some gabion walls which incorporate seating, to replace some of the old posts along the foreshore.



**Action:** Graham Klose will investigate pricing of the seats for the proposed walls.

**10.3.5 Foreshore:** It was noted that the Council are installing a new sprinkler system along the Foreshore between the round BBQ and the boat ramp.

**10.3.6 Banners:** Information regarding acceptable size etc has been received.

**Action:** Graham Klose will meet with the sign maker in Maitland to discuss options for town banners to be attached to the light poles during certain holiday or event periods.

**10.3.7 Town Pot Plants:** are ready to go back out onto the street. The remaining pots will be collected and replanted.

## **11. CORRESPONDENCE:**

**11.1 Town Ideas:** Correspondence received from Ebony Natt, Rob and Sue Natt, Amanda Pitt and Stansbury Primary School was tabled. Responses will be provided advising that all ideas have been forwarded to the Town Projects Committee for evaluation. Recommendations will then be presented to the Executive Committee for consideration.

**Moved:** Beth Faulkner

**Seconded:** Steve Bowley

**To refer the correspondence to the Town Projects Committee for consideration.**

**Carried: #10 14/04/2021**

**11.2 YPC customer service request re pontoon:** tabled. As per item 7.3.

**11.2 Deborah Furbank, YP Council, coastal Management Strategy:** email tabled.

It was noted Progress are very happy that Council are interested in addressing the areas identified. A meeting will be arranged with Deb and Committee members to discuss the plan further.

It was noted that repair on the road to Pitts Cutting would be fantastic.

Sue Oldfield advised she has contacted Council about tidying up the Norfolk Pines and surrounding area along OPD up to the cemetery.

**11.3 Forpark quote for playground:** As per item 7.1.

**11.4 Invitation – Henley Big Row Reunion:** Tabled.

**11.5 Thank you – Heart Foundation (Rob Tonkin donation) Tabled.**

**12. GENERAL BUSINESS:**

**12.1 Farewell for Scott Helmore:** Steve Bowley advised the farewell will be held at the golf club on 1<sup>st</sup> May. Numbers are limited due to Covid restrictions.

**Moved: Julie Harris**

**Seconded: Beth Faulkner**

**To purchase a gift basket as a leaving gift.**

**Carried: #11 14/04/2021**

**12.2 Market day parking:** Sue Oldfield noted that parking is difficult for cars/boats on market day due to stall holders using parks.

**12.3 Market Signage:** It was confirmed that market signage is put on the events board across from the hotel before the market and removed afterwards.

**12.4 Caravan Park Assistant Manager farewell:** Last day 16<sup>th</sup> May.

**Moved: Beth Faulkner**

**Seconded: Ted Buttfield**

**To purchase a gift basket as a leaving gift.**

**Carried: #12 14/04/2021**

**13. CLOSURE:** Meeting closed at 10.34pm.

**Next meeting:** Monday 10<sup>th</sup> May 2021

**Don McPhee**

**Chairperson .....**

**Date:.....**