

Minutes of the Stansbury Progress Association Inc. Executive Committee Meeting held in the Stansbury Institute on Monday 12th July at 7.30pm.

PRESENT: Don McPhee, (Chairperson), Ted Buttfield (Vice Chairperson), Graham Klose, Steve Bowley, Kevin Forrest, Graham Newstead, Julie Harris, Sue Oldfield, Sue Bambrick (Relief Park Manager), Cr Michael Murdock, 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.

3. APOLOGIES: Beth Faulkner, George Kokar.

4. ACCEPTANCE OF MINUTES:

Moved: Kevin Forrest

Seconded: Steve Bowley

That the minutes of the Stansbury Progress Association Inc. Executive Committee meeting held on Tuesday 15th June be accepted as read and confirmed as a true record.

Carried: #1 12/07/2021

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:

- Staff have been very busy working on maintenance jobs around the park.
- The Relief Assistant Managers were very helpful, and a lot was learnt from them resulting in quality improvements being made.
- Some semi permanents have reported that the powerhead sockets were burnt out. On inspection, the approved electrical cables were not being used. Many have not upgraded to the 15 Amp cable required, or are leaving the end of the extension cord attached to the van which is being corroded. This is then overheating leading to problems with the powerhead. Letters are being sent out together with a copy of the park rules advising them to replace the socket on the van and obtain an electrical compliance certificate for the van.
- Some semi permanents were observed using open webers as fire pits. The park rules have been amended to provide

clarification ie. This activity is not allowed, and that the only type of heating per site is a gas fired patio heater with the express approval of the park manager.

- In response to a semi permanent request, the option of providing a fire pit was investigated. Phil Herrmann, YP Council provided a written response (tabled).

It was noted that park managers would find it difficult to manage the use of an open fire pit.

It was noted that Point Turton Caravan Park using around eight tonne of firewood per year.

Moved: Graham Newstead

Seconded: Kevin Forrest

Not to proceed with fire pits in either of the parks.

Carried: #2 12/07/2021

- The new linen service commences this week as Princes Linen have ceased servicing the area.
- Suggested the option of introducing electricity metres for each of the semi permanents. I

It was noted that this is a possibility in the future, and that some other parks have already introduced this.

- The park is getting a lot of queries from people who want to stay in the Foreshore Park but have pets with them. They are not interested in staying in OPD. Approximately 20 enquiries have been received in the last couple of weeks. Suggested trialling allowing pets in the Foreshore Park during the winter months as way of increasing revenue during the low season.

It was noted that bookings would need to be made directly with the park, not online. Clean up bags would be provided to guests on arrival.

Moved: Ted Buttfield

Seconded: Steve Bowley

To allow pets in the Foreshore Park during June, July and August.

Carried: #3 12/07/2021

Sue left the meeting at 7.58 pm and did not return.

6. FINANCE REPORT:

6.1 Steve Bowley reported the following end of financial year results:

- YTD – a return of a net surplus of \$360K, subject to final audit. This includes \$120K of Covid related subsidies which will not be repeated.
- \$1.432M revenue

- \$1.059M expenses.
- Overall it was a good result.

The Finance Committee met prior to this Executive Committee meeting and reviewed the first draft of the FY22 budget. The strategic goal is to continue to budget a net surplus of around 10% of turnover.

A 3% fee increase on revenue will be included in the budget.

A final draft of the budget will be circulated to the Executive Committee for consideration at the next meeting.

In regards to capital works: it is proposed to place four new villas in the Foreshore Park, and move the four cabins over to OPD.

An initial concept plan was circulated to the Committee indicating where the new villas would be situated, and the development at OPD which includes the cabins and drive through sites.

At this stage it is expected that the plan will be carried out in stages, with the first stage involving moving the cabins and installing the new villas. The drive through sites will be completed separately. Consideration will be given to redeveloping some of the existing area behind the playground where a cabin is currently located, into a communal area providing additional recreational space. The BBQ located on the triangle would be moved over to this area.

Monies have been allocated in the capital works budget towards this project.

Adjustments to the capital works plan may take place during the year, with some works being deferred to next year's budget.

Moved: Steve Bowley

Seconded: Graham Newstead

To accept the Finance report for June.

Carried: #4 12/07/2021

7. MATTERS ARISING FROM MINUTES:

7.1 Foreshore Residence Kitchen Upgrade

Carley Crouch reported that attempts to obtain a second quote for the kitchen were unsuccessful, despite having a contractor attend onsite and advise that a quote would be provided for consideration.

Moved: Graham Newstead

Seconded: Steve Bowley

To proceed with the Tape Building Solutions quote #976.

Carried: #5 12/07/2021

7.2 Communal fire pit request for OPD:

As per motion #2.

7.3 Playground fencing quote:

One quote from Boundary Line Fencing has been received which includes the panels and posts at a cost of \$21K.

Graham Klose reported that a comparison quote will be provided by Henley Fencing.

It was noted that Tidy Towns will be completing in the installation. Don and Graham will assess the posts for condition.

Sue Oldfield reported that a member of the community had advised her that some of the playground equipment has areas of rust.

It was noted that the playground has been inspected by Council and a representative from the supplier. Any areas for replacement will be dealt with by Council.

7.4 Shag Petition:

A letter of response from Fraser Ellis MP, regarding the petition was tabled.

7.5 Vegetation Project:

It was noted that Deb Furbank's project is focussed on the coast and does not include inland areas. Council will be looking for funding opportunities.

Sue Oldfield reported that the Sports and Community Club has applied for a grant to have the Aleppo Pines removed.

Sue also reported that the Aleppo pines are reshooting along Park Terrace. It was noted that removal is Council's responsibility.

8. BUSINESS MANAGER'S REPORT:

8.1 A written report was tabled.

Don McPhee noted that it is an aging park, and ongoing maintenance is to be expected. The lease states that Progress are responsible for the upkeep of the park, not Council.

Moved: Ted Buttfield

Seconded: Graham Klose

To engage Caretaker's Australia for the recruitment of Park Managers.

Carried: #6 12/07/2021

Moved: Steve Bowley

Seconded: Kevin Forrest

To accept the Business Manager's report.

Carried: #7 12/07/2021

9. MARKET COORINATOR/VISITOR INFORMATION OFFICER REPORT:

9.1 A written report was tabled.

It was noted that an increase in social media presence is required.

Moved: Julie Harris

Seconded: Sue Oldfield

To accept the Visitor Information Officer's report.

Carried: #8 12/07/2021

10. SUB COMMITTEE REPORTS:

10.1 Institute:

Graham Newstead reported that he has followed up regarding the main doors as they have not been finished to standard, and are sticking.

It was noted that Joan Elliott will be nominated posthumously as Citizen of the Year by a member of the community, pending nomination guidelines.

Moved: Kevin Forrest

Seconded: Ted Buttfield

To accept the Institute report.

Carried: #9 12/07/2021

10.2 Tidy Towns:

Don McPhee reported the following:

10.2.1 Adelaide Road trees: have been planted and a watering regime will commence in due course.

10.2.2 Gayle's Memorial Garden: roses have been planted in the garden.

10.2.3 Town entrance sign: solar lights are now in place lighting the sign up at night. Kevin Forrest is investigating installing lights for the park signs.

10.2.4 Trevor Gill, JP: will be meeting with members of the public under the back verandah at the Visitor's Centre to carry out Justice of the Peace duties on an "as needs" basis.

10.2.5 Foreshore residence: the backyard has been partially cleaned out.

Moved: Graham Klose

Seconded: Kevin Forrest

To accept the Tidy Towns report.

Carried: #10 12/07/2021

10.3 Town Projects:

Graham Klose reported:

10.3.1 Harbour Master Memorial seat: An additional park seat is to be ordered.

10.3.2 Water Tower: An updated was received from Taylor Gray, YP Council, advising that the project cost \$139K. It was \$19K over budget, however Council provided an additional \$30K which left \$11K for infrastructure (eg carparking, signage).

Additional monies for the infrastructure will need to come via grants and Council/Progress contributions.

Access to the towers is still being negotiated.

It was noted that the track at the Stansbury water tower is very muddy as a result of people driving on it to view the tower. Don will speak with Nick Hoskin about the possibility of putting some gravel down on the track.

10.3.3 Street banners: A letter of support has been requested from Council.

10.3.4 Gabion Walls: Materials for the walls is to be purchased.

10.3.5 Visitor Information Centre kitchen: A minor makeover of the kitchen/staff room is proposed which would involve new flooring, paint, air conditioning and new kitchen cupboards. Plumbing will remain in situ but the stove will be removed. It may be possible to repurpose the cabinetry from the foreshore residence. This will depend on whether it can be easily removed without damage.

It was noted that cheap second hand kitchens can be sourced online or through Evans and Clark.

10.3.6 The Pines Project: Julie Harris reported that Beth Faulkner had forwarded some images of the Tamworth adventure park. The Tamworth Council has been contacted for further information.

Moved: Ted Buttfield

Seconded: Sue Oldfield

To accept the Town Projects report.

Carried: #11 12/07/2021

11. CORRESPONDENCE:

11.1 Letter from J Rawson – air conditioning maintenance: tabled.

A response will be provided, thanking him for his interest.

The park managers will assess the units and provide an opinion.

11.2 Letter from Phil Herrmann – advice re fire pits: tabled.

Refer to motion #2.

12. GENERAL BUSINESS:

12.1 Salt Water Classic:

Don McPhee reported that Port Vincent Progress will deal with the on land matters for the event in their town. Eg holding a Sunday market. There is a separate Salt Water Classic Committee which will deal with the actual on water event, machinery and vintage car display. Port Vincent Progress will nominate a couple of volunteers to participate on the Salt Water Classic Committee.

12.2 Sports and Community Club Letter – resurfacing of courts:

A letter from the Sports and Community Club was tabled.

Sue Oldfield reported that:

- Tennis is in recession. Stansbury have one netball team which train 6-7 times per year. Basketball has 5-6 teams and also use the courts to train. Two – three Crows netball games are played each year. The courts are also open for public use, including locals and visitors to the town.
- The courts are powdery and too slippery to play on and need to be resurfaced.
- A quote has been received for resurfacing two courts - \$28K plus \$7K for shelters. A grant application will be submitted, however it is likely to require a 50% contribution from the club. At this stage the club has approximately \$13K available, leaving a shortfall of \$4K.

It was noted that there is a concern regarding further monies being provided for court resurfacing, when a contribution was made only a few years ago.

Moved: Ted Buttfeld

Seconded: Graham Newstead

To provide the Sports and Community Club with \$4K towards the resurfacing of two courts, conditional on the success of the grant application.

Carried: #12 12/07/2021

A Letter of Support will be provided to the club for their grant application.

12.3 Town Events:

Sue Oldfield reported that the Sports and Community Club will be holding a car boot sale on the same day as the November Seaside markets. The event will start later and finish after the markets. Funding is being sought from Wellness Funding.

A family Christmas day is also being planned with the date to be confirmed.

12.4 Sports Club toilet steps:

Sue Oldfield reported that the toilet steps are an issue in regards to safe access. Sue will provide Graham Klose with details of what is needed to rectify the situation. Graham will then provide a request to the Access Advisory Committee for consideration.

It was noted that it may be quicker to purchase a ramp and grab rail, and install without going through the Advisory Committee.

14. CLOSURE: Meeting closed at 10.06 pm.

Next meeting: AEM Monday 2nd August 2021

Don McPhee

Chairperson

Date:.....