

**Minutes of the Stansbury Progress Association Inc. Executive Committee Meeting
held in the Stansbury Institute on
Tuesday 10 June 2025 at 7.00pm.**

PRESENT: Andrew Pisani (Chairperson), Julie Harris (Vice Chair), Kevin Forrest, Shaun Toft, Don McPhee, Doug Carruthers, Renee Fitzgerald (Minute Taker), Cr Trevor Clerke.

MEETING OPENED: 7.07pm

1. WELCOME: Andrew Pisani welcomed everyone to the meeting.

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: Jason Aldenhoven, Beth Faulkner, Sue Oldfield,

4. CARAVAN PARK REPORT:

4.1 Caravan Park Manager's Report:

A written Park Manager's report for May was tabled.

Renee Fitzgerald on behalf of Leon and Michelle reported the following:

- Boom gates – The OPD gates require a complete replacement, not just the motors. A quote from Glomad was presented to the Committee. The Committee agree to replace the boom gates at both parks. Renee to investigate a discounted price and follow-up on further details regarding pad replacement under gates, quality of material and any further details.
- Internet – a local contracted has been on sight to investigate and will provide a recommendation and quote.
- Area used by bikes etc between camp kitchen and amenities. This was addressed as a safety concern. It was agreed that bollards in split sections be erected.
- Outdoor blinds in new luxury cabins – blinds can no longer be used. It was suggested that the blinds could be moved to OPD park camp kitchen for reuse. Further investigation required on what to replace the blinds with e.g. glass, outdoor plantation shutter etc.

Moved: Julie Harris

Seconded: Doug Carruthers

To accept the Park Manager's report for May.

Carried: #1 10/6/2025

5. ACCEPTANCE OF MINUTES:

5.1 Acceptance of the Minutes

Moved: Kevin Harris

Seconded: Shaun Toft

That the minutes of the Stansbury Progress Association Inc. Executive Committee meeting held on Monday 12 May be accepted as read and confirmed as a true record.

Carried: #2 10/06/2025

6. MATTERS ARISING FROM MINUTES:

6.1 Changes to minutes

Note: Amendment to meeting start time, changed 'written' to 'verbal' in Tidy Town report, added additional information to photo frames description under 'General Business'.

7. BUSINESS MANAGER AND FINANCE REPORT:

7.1 A written report for May was tabled.

Moved: Julie Harris

Seconded: Shaun Toft

To accept the Business Manager's report for May.

Carried: #3 10/06/2025

8. MARKET CO-ORDINATOR/ADMINISTRATION REPORT:

8.1 A written report for May was tabled.

Moved: Kevin Forrest

Seconded: Don McPhee

To accept the Market Co-ordinator/Administration report for May.

Carried: #4 10/06/2025

10. SUB COMMITTEE REPORTS:

10.1 Tidy Towns:

A written report from Don McPhee was tabled.

Points to note:

- **Scrap metal initiative has been a success. Considering continuing on an annual basis.**
- **Widening of upper path to Pitts Cutting.**
- **Request to purchase 16 x standard roses at a cost of around \$2k to replace current roses at beach front garden bed.**

Moved: Andrew Pisani

Seconded: Julie Harris

To purchase 16 x standard roses and \$2k of loam

Carried: #5 10/06/2025

10.2 Events:

Grounded Festival run by the YP Council have sponsored a live performance as part of the program. It will be held in the Institute on Saturday 16 August. Further investigation into set up, requirements and details to be discussed with YP Council Co-ordinator.

10.3 Town Projects:

Julie Harris reported the sea wall as the only current town project.

Moved Shaun Toft

Seconded: Julie Harris

To accept the sub committee reports for May.

Carried: #6 10/06/2025

12. CORRESPONDENCE:

12.1 RSL letter – request for support towards new sign over the cemetery gate – Require more detail on what they are proposing and what they need. Renee to follow up.

12.2 Glomad Quote – Boom Gates

This was discussed as per 4.1

12.3 Ian Yarrow – Sea Wall. It was discussed about additional footpath works to extend the footpath from the current stoppage point.

Further correspondence required to YP Council to seek additional works to extend carpark area, pads under table and chair etc. in support of Progress's additional funding to footpath works.

Moved: Don McPhee

Seconded: Kevin Forrest

To extend the footpath works as per the diagram supplied

Carried: #7 10/06/2025

12.4 Moss Services – Site Electrical Upgrade Quote. Additional quotes for trenches and plumbing works required before a decision is made.

12.5 Tailored energy quote – Committee decided not to investigate further, however, investigate further if AGL was used across all sites, if a better rate would be an option.

13. GENERAL BUSINESS:

13.1 July Winter Market and Workshops

Committee agreed to hold a July Winter Market. It was agreed that the garage sale should complement the market. Investigate personnel assistance if required.

Agreed to run workshops at caravan park during school holiday period.

13.2 Sink taps at playground toilets

A customer services request has been put to YP Council some time back. Issue still not rectified. Ask White Plumbing to provide a quote to replace taps.

13.3 Virtual Fishing Competition

Suggestion to get the normal fishing tourist into the town, we could look to hold a virtual fishing competition.

13.4 New battery for town entrance sign - \$300

Moved: Andrew Pisani

Seconded: Doug Carruthers

To purchase a new battery for the town entrance sign

Carried: #8 10/06/2025

13.5 Refresh of small toilet block at front park entrance

Painting the inside and outside of the toilet block, installing new cisterns and undertaking a general refresh.

Moved: Andrew Pisani

Seconded: Don McPhee

Refresh of the small toilet block at front park entrance be completed

Carried: #9 10/06/2025

14. CLOSURE: Meeting closed at 9.34pm

Next meeting: Monday 14 June 2025 at 7.00pm.

Andrew Pisani

Chairperson

Date: 21/7/25