

**Minutes of the Stansbury Progress Association Inc. Executive Committee Meeting  
held in the Stansbury Institute on  
Monday 12 May 2025 at 7.00pm.**

**PRESENT:** Julie Harris (Vice Chair), Sue Oldfield, Kevin Forrest, Shaun Toft, Beth Faulkner (Minute Taker), Don McPhee, Michelle Hoffmann, Leon Cartledge (Park Managers), Cr Trevor Clerke.

**MEETING OPENED:** 7.18pm

**1. WELCOME:** Julie Harris 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, Doug Carruthers, Andrew Pisani (Chairperson).

**4. CARAVAN PARK REPORT:**

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

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

Michelle and Leon reported the following:

- Pigeon Shooter has returned and the solar panel cleaners reported there was no sign of pigeons after the shoot.
- Internet – discussed quote and proposal from IT Pros. Suggested Leon to follow up re: Starlink in the park. Leon to also speak to Di regarding current payment.
- Site 42 – Requested gum tree to be removed – it was agreed not to remove it.
- Boom Gates – No response from Glomad. Leon to contact Levi Park for company that installed their boom gates.
- Toilets in villas to be audited by Shane from White Plumbing.

**Moved: Don McPhee**

**Seconded: Shaun Toft**

**To accept the Park Manager's report for April.**

**Carried: #1 12/5/2025**

Michelle and Leon left the meeting at 7.53pm and did not return.

**5. ACCEPTANCE OF MINUTES:**

**5.1 Acceptance of the Minutes**

**Moved: Shaun Toft**

**Seconded: Kevin Forrest**

**That the minutes of the Stansbury Progress Association Inc. Executive Committee meeting held on Monday 22 April 2025 be accepted as read and confirmed as a true record.**

**Carried: #2 12/05/2025**

**6. MATTERS ARISING FROM MINUTES:**

**6.1 ASL Inspections.**

Note: Amendment to 13.3 (General Business April 2025). Under 13.3 (ASL Inspections), last paragraph is to be amended to read:

*Don advised that OPD was originally set up many years ago, and it is reported that the current location of the fire tanks is to ameliorate this original layout of vans.*

**6.2 Site 26 OPD.**

It was agreed to grant approval to Sue Hulse – Site 26 – to proceed with Stratco veranda design submitted for consideration.

**Moved: Shaun Toft**

**Seconded: Sue Oldfield**

**To grant approval for Site 26 in Oyster Point Drive to proceed with the proposed Stratco veranda design.**

**Carried: #3 12/05/2025**

**6.3 Park Fees.**

Park fees to be increased for 2025-2026 as per Business Manager's Report.

**Moved: Shaun Toft**

**Seconded: Don McPhee**

**To increase Caravan Park fees for 2025-2026 as per Business Manager's report.**

**Carried: #4 12/5/2025**

**7. BUSINESS MANAGER AND FINANCE REPORT:**

**7.1 A written report for April was tabled.**

**Moved: Don McPhee**

**Seconded: Sue Oldfield**

**To accept the Business Manager's report for April.**

**Carried: #5 12/05/2025**

**8. MARKET CO-ORDINATOR/ADMINISTRATION REPORT:**

**8.1 A written report for April was tabled.**

Shaun Toft agreed to be the ticketed Workzone Management volunteer.  
D Sweeney to coordinate training.

Stansbury Seaside Market dates: The proposed market dates for 2025-2026 were approved, with November 22 being preferred for the Pre-Christmas market.

**Moved: Sue Oldfield**

**Seconded: Shaun Toft**

**To approve the proposed market dates for 2025-2026, with November 22 the preferred date for the Pre-Christmas market.**

**Carried: #6 12/05/2025**

**Moved: Kevin Forrest**

**Seconded: Sue Oldfield**

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

**Carried: #7 12/05/2025**

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

### **10.1 Tidy Towns:**

A verbal report from Don McPhee was tabled.

Points to note:

- Stopped mowing, but continued watering.
- Widening of upper path to Pitts Cutting.
- OPD Foreshore – next section of clearing of feral plants. Don suggested town bonfire in about a month.

**Moved: Don McPhee**

**Seconded: Sue Oldfield**

**To hold a town bonfire in June 2025.**

**Carried: #8 12/05/2025**

### **10.2 Events:**

Julie Harris advised there was nil to report.

### **10.3 Town Projects:**

Julie Harris advised nil to report.

**To accept the sub committee reports for April.**

**Carried: #9 12/05/2025**

## **12. CORRESPONDENCE:**

### **12.1 SYP Hub – Donation Support Request.**

SYP Community Hub letter tabled requesting assistance in supporting the Memory Lane Dementia Cafes going forward.  
It was agreed to donate \$1000 towards this cause.

**Moved: Sue Oldfield**

**Seconded: Shaun Toft**

**To donate \$1000 towards the Memory Lane Dementia Cafes.**

**Carried: #10 12/05/2025**

**12.2 Quote – IT Pros – Quote Number 3708 tabled.**

This was discussed as per 4.1.

**12.3 Sue Hulse – Site 26 OPD Caravan Park – note and photographs/description of Stratco veranda attached - tabled.**

This was discussed as per 6.2.

**12.4 Yorke Peninsula Council – Boat Ramp Coin Operated Ticket Machines – Collection of monies – tabled.**

**Moved Shaun Toft**

**Seconded: Sue Oldfield**

**To accept the correspondence for April.**

**Carried: #11 22/04/2025**

### **13. GENERAL BUSINESS:**

#### **13.1 Photo Frame Opportunity and Algal Bloom**

Investigate options for consideration e.g. painting the jetty toilet block with a mural or other types of structure/sculptures.

Shaun Toft reported that the algal bloom has resulted in dead fish in local waters.

#### **13.2 Alex Daniell sign.**

Kevin Forrest advised that the sign has been painted and ready to be reinstalled at the original site.

#### **13.3 Playground.**

It was advised that the temporary fencing in the playground was due to the Council preparing to paint the equipment.

#### **13.4 ASL Agreements.**

Sue Oldfield questioned whether the ASL agreements included:

- power cords which were required to be tested and tagged annually
- fire extinguishers to be tested annual
- working smoke alarms.

**14. CLOSURE:** Meeting closed at 8.32pm

**Next meeting:** Tuesday, 10 June, 2025 at 7.00pm.

Julie Harris

Vice Chairperson .....

Date:.....10.6.25.....

*Julie Harris*

