

**Minutes of the Stansbury Progress Association Inc. Executive Committee Meeting
held in the Stansbury Institute on
Monday 10th July 2023 at 7.30pm.**

PRESENT: Don McPhee (Chairperson), Sue Oldfield, Graham Klose, Kevin Forrest, Doug Carruthers, Julie Harris, Beth Faulkner, Leon Cartledge and Michelle Hoffmann (Caravan Park Managers), Jeff Brundell (150th Committee Chairperson), Carley Crouch (minute taker).

MEETING OPENED: 7.33pm

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, David Slater, Ted Buttfield, Cr Trevor Clerke

4. ACCEPTANCE OF MINUTES:

4.1 Acceptance of the Minutes

Moved: Graham Klose

Seconded: Kevin Forrest

That the minutes of the Stansbury Progress Association Inc. Executive Committee meeting held on Tuesday 13th June, be accepted as read and confirmed as true records.

Carried: #1 10/07/2023

5. CARAVAN PARK REPORT:

5.1 Caravan Park Manager's Report:

A written report was tabled.

Leon and Michelle reported:

- June was a very productive month with a lot of jobs being completed.
- The new lawn edger is working very well.
It was agreed to sell the old edger as it is not suitable for commercial use. Sue will check with the Sports and Community Club as to whether they would like to purchase it for the club. If not, it will be listed on Marketplace.
- The two front tyres have been replaced on the tractor. The repair on the tractor door is due to be carried out in the next couple of weeks.
- A guest reported that the tiles in the Foreshore disabled amenities unit are slippery. It was noted that the tiles are likely to be greater than 15 years old. Sue suggested painting a non slip coating over the top of the tiles. Placing non slip stickers on the floor was also suggested.

Michelle will research various options to help reduce the potential slip hazard.

- There is insufficient lighting around the new villas. The external lights on the wall of the villas come on automatically at night, but turn off at 10pm. It was resolved to install solar LED lights in the dark areas around the villas, cabin 4 and the steps up to the playground. Torches will also be put in all villas which will also be useful in the event of a power outage.
- Reviews of the park have been positive.
- Bookings for the new villas is going well, and the price point seems to be correct for the market.
- Don asked the park managers to check the bank in front of the new villas as the fill that was placed there will take time to settle. Additional fill may be required.
- The edges of the lawn around the new villas is dying. The cause is unclear. Julie will call down and have a look, as it may be a fungus causing the problem.
- All the lawn at OPD has been edged and looks good.
- The tables in the OPD camp kitchen have been varnished.
- Don reported that if they have time, Tidy Towns will try and secure the shelter near the OPD playground tomorrow.
- The aerial on the Foreshore residence was damaged in the recent winds.
- There is a lack of shelving in the bathrooms of the "old" villas. Options are being researched.
- The BBQ area of the Foreshore camp kitchen would benefit from the installation of café blinds to block out the wind. It was resolved to obtain a quote for café blinds for this area.
- An email was received from owners of a van in storage, reporting damage to their van. The park management team have carried out an investigation of all potential obstacles that could have caused damage during transport of the van from OPD to the Foreshore Park. The scrapes are on the side of the van near where the legs are located. The owners were doing a lot of work on the van whilst it was in the Foreshore Park. They also took it out of the park to Dalrymple Motors to put air in the tyres. The damage was reported after they returned. It was resolved that in the absence of concrete evidence that the damage was caused by park staff, Progress will not be accepting responsibility for the damage.
- The park managers are gathering information for options on how best to develop the BBQ area near site 102.
- There are some areas in OPD which have poor wifi connection, including the park manager's residence, the camp ground, camp kitchen and near the cabins. Leon will follow up with SYP Security in regard to the recommended solution.

Leon and Michelle left at 8.03pm and did not return.

6. 150TH SUB COMMITTEE UPDATE:

6.1 Minutes of the meeting held on 5th July were tabled.

Jeff Brundell provided the following verbal report:

- The poster incorporating the program on the back is being finalised.
- Maxine is collecting all the prizes for the giant raffle. Prizes are being bundled together with the total prize pool to be under \$5K. This

simplifies the process, as otherwise a licence to sell the tickets needs to be obtained.

- Pioneer Print will print the raffle books (2000 tickets) and have quoted a discounted price of \$253. Tickets will be \$2 each.
- The revised quote for the signage at the cemetery included \$3K to transport over from Adelaide, and to erect the signs.

The organisers of this project previously declined the offer by Tidy Towns to collect and erect the signs. However, this offer has been extended once again. Don advised that if taken up by the organisers, Tidy Towns will need sufficient notice to be able to collect the signs in time for them to be ready for the October launch.

Assistance will also be required to dig the holes and erect the signs. Tidy Towns need to be advised of the size of the signs and the poles, to ensure that they will fit on the Tidy Towns ute or trailer.

- Jeff is trying to get as many projects finalised in the next few weeks, so the focus can shift to the activities planned for the weekend.
- The rock at the school will be moved closer to the steps of the school playground.
- Jeff will contact Klein's Point to organise a rock to be placed at the cemetery for the time capsule.
- Correspondence was received from Cathy Glazbrook advising that the Welcome to Country will not go ahead. However, wording can be provided to be read out by the school children.
- Merchandise is being organised (eg. caps, keyrings, stubby holders).
- Sue advised that the grant for the teardrop banners has been successful. These will be blue and white and have "Community Event" printed on them. This then enables them to be used for various town events.
- The bowls club have finalised the menu for the official opening event.
- Sue queried whether generators would be available for the food vans, to eliminate the hazard of power cords being run back to the clubrooms.

Don advised that the caravan park have a generator which may have 2 x 15AMP outlets.

Sue is liaising with the food vans as to who needs power, how much power they require, and who has their own generator.

It was reiterated that all food vans/stall holders need to hold their own public liability insurance and certificates of currency need to be sighted prior to the event.

All power cords will need to have cable protectors placed over them.

- Sue queried whether given that Progress are funding the event at the oval, will Progress's public liability insurance will cover the event? This will be clarified with the insurer.
- Sue advised that an application will be submitted for \$1000.00 through the Country Home Services Grant. If successful, this will go towards hire of the toilets for the Sunday event at the oval.
- Graham reported:
 - The quote for the new sign for Centenary Park is approximately \$1000.00 However, this included posts, and a film to prevent graffiti damaging the sign. The posts and film are not required, therefore the final cost should come in well under \$1000.00. The design of the sign is being finalised.

- The 150th sign will be placed on the Visitor Information Centre (VIC) fence tomorrow.
- The two town maps are ready. One will go on the VIC wall on Weaver Street, and the other one will be placed in the VIC lobby once it has been repainted.
- The estimated quote from Bray Signs for the historical photos on the VIC fence is \$5K.
- The old wooden cut out of Yorke Peninsula was broken and had suffered water damage, and as a result was thrown out some time ago.

Moved: Sue Oldfield

Seconded: Beth Faulkner

To budget \$5K towards the historic photos for the VIC fence.

Carried: #2 10/07/2023

Jeff Brundell left at 8.44pm and did not return.

5.1 Caravan Park Report continued:

- Mark Aitchison, Aitchison Plumbing met onsite with Don and Carley to review the option of laying a gas line to the cabins in preparation for the installation of gas hot water services at a later date. Quote #00535 includes all labour, excavation and material costs associated with supplying and installing a first stage LPG gas service from the existing in-situ LPG storage tank, to each of the existing cabins. The hot water service units are not included. It was noted that complaints are regularly received about the insufficient hot water supply in the villas, and continuous gas hot water units would solve this problem.

Moved: Kevin Forrest

Seconded: Graham Klose

To proceed with quote #00535, from Aitchison Plumbing.

Carried: #3 10/07/2023

It was noted that this work will be scheduled before the new bitumen is laid.

- Proposals for new furniture for villas 5, 6 and cabin 4 were presented. It was resolved that further options need to be presented, due to concerns regarding the splayed legs of the chairs and coffee table.
- Contact details for potential painters were provided.

7. MATTERS ARISING FROM MINUTES:

7.1 Pavers – Blue Lime Cafe:

Nil to report as Cr Clerke was an apology for this meeting.

8. BUSINESS MANAGER AND FINANCE REPORT:

8.1 A written report for June was tabled.

It was noted that Ardrossan Caravan Park are moving out their ASL's and installing new cabins on those sites.

9. MARKET CO-ORDINATOR/ADMINISTRATION REPORT:

9.1 A written report for June was tabled.

Moved: Julie Harris

Seconded: Kevin Forrest

To accept the Business Manager and Market Co-Ordinator/Administration reports for June.

Carried: #4 10/07/2023

10. SUB COMMITTEE REPORTS:

10.1 Institute

Graham Klose reported that the fencing along the ramp is rusted and in need of repair. This will be referred to the Council's Access Advisory Committee.

10.2 Tidy Towns:

Don McPhee reported the following activities have taken place:

- Fallen trees have been removed from Centenary Park.
- Mulch supplied by Council has been spread out in the rose garden and at Harbor Master's Park and the Sails.
- After recent storms, the walkway in the Pines area washed away. The last supplies of blue fines from Council have been used. No more blue fines are being ordered as there is no supply chain. Blue road base will be used in the future.
- A lot of work has been carried out at the Beechcroft Road site, with removal of dead vegetation and earthworks in preparation for van storage.
- The doors of the shed at Beechcroft Road are being fixed, and some other minor repairs on the shed will be undertaken.
- The Council have removed the overhead fuel tank from the Beechcroft Road site.

10.3 Town Projects:

Graham Klose reported that the VIC foyer will be repainted, with the focus being on completing jobs related to the 150th celebrations.

10.4 Access Advisory Committee:

Nil to report.

It was noted that a customer service request was lodged with Council re the silt that has run down the cliff at Harbor Master's Park during recent storms. The ditch which was made last time this occurred to deal with the water issue, is now full of silt. Don has spoken with Nick Hoskin about this matter.

Graham Klose reported that more of the foreshore walkway has eroded due to the seawall being undermined. No timeframe has been provided by Council as to when the repairs will commence.

Moved: Sue Oldfield

Seconded: Doug Carruthers

To accept the sub committee reports for June.

Carried: #5 10/07/2023

11. CORRESPONDENCE:

Nil.

12. GENERAL BUSINESS:

12.1 Pump Track Update

- Email from Sue Beech, YP Council, 14th June 2023, tabled.
- Email from Nick Perry, YP Council, 5th July 2023, tabled.
- General information on pump tracks was provided for discussion.
- It was noted:
 - A lot of information is available online regarding pump tracks, including plans and experiences by others who have installed one, and suggestions for completing a council application.
 - Modular units need to be built on a flat surface.
 - Point Turton built a bike track as part of the nature play project in 2018. It is classified as disabled friendly.
 - Port Hughes, Stockwell, Tumby Bay and Clare all have either pump or bike tracks.
 - Dirt bike tracks will require ongoing maintenance.
 - There is land behind the tennis courts and bowls club, which is part of Centenary Park. From a planning perspective, this could be a good area to utilise, as it is already adjacent to other sporting facilities. Public consultation would be required, prior to any final decision being made as to whether to proceed with the project in this area. Other activities could also be incorporated into any development, such as a flying fox. It was noted that the toilets in this area would need upgrading.

12.2 AEM Nominations

- It was noted that there will be six vacancies to fill at the Annual Elector's Meeting, with the sixth position only available for a one year term.
Don asked that the members whose positions are being vacated, consider whether they wish to renominate. If so, the normal nomination process is to be followed. This also applies to anyone in the community who may be interested in joining the Association.

13. CLOSURE: Meeting closed at 10.14 pm.

Next meeting: Annual Elector's Meeting - Monday 7th August 2023, 7.30pm
Executive Committee Meeting Tuesday 12th September 2023, 7.30pm

Don McPhee

Chairperson 

Date:..... 12/9/23

