

MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY PROGRESS ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON TUESDAY 9TH JUNE 2020 AT 4.34 PM

PRESENT:

Don McPhee (Chairperson), Ted Buttfield (Vice Chair), Kevin Forrest, Steve Bowley, Graham Newstead, Graham Klose, Bruce Meehan, Julie Harris (4.55pm), Carley Crouch (Minute Taker. Left meeting at 6.18pm).

1. WELCOME:

Don McPhee welcomed everyone to the meeting.

2. CONFLICT OF INTEREST: Nil

3. APOLOGIES:

Anthony Bennett (YP Council), Margie Dodd, Beth Faulkner, Kathy Coy and Steve Edmead (Park Managers).

4. MINUTES:

Kevin Forrest moved

Graham Klose seconded

That the minutes of the meeting held on Monday 11th May be accepted as a true and accurate record.

Carried #1 9.6.20

5. CARAVAN PARK MANAGER'S REPORT:

5.1 A written report from the park managers was provided.

5.2 In Beth Faulkner's absence, the Caravan Park Sub Committee minutes from the meeting held on Thursday 4th June were tabled.

In summary, protocols regarding various matters such as the engagement of casual cleaning staff, annual leave and the responsibilities of the Park Managers were outlined. The Park Managers are to be responsible for the day to day management of the park with the Assistant Managers to follow their directives in a timely manner. Any issues are to be reported to the Park Manager and if further assistance is required, the Chairperson of the Association is to be advised.

A meeting with all four managers is scheduled for the 26th June where representatives from the Caravan Park Sub Committee will outline the new protocols. Steve Edmead and Kathy Coy have already been advised by the Chairperson of these requirements.

Spot checks of cleaning within the park will be undertaken by members of the Caravan Park Sub Committee.

Graham Newstead moved

Graham Klose seconded

That the Caravan Park Sub Committee report be accepted.

Carried #2 9.6.20

6. FINANCE REPORT:

6.1 Sub Committee Report:

A written report was tabled.

Steve Bowley reported that:

- May saw a rebound with commercial revenue of \$55K (revised budget of \$33K).
- Expenses were down against budget, mainly due to timing of the payment of expenses.
- The bank cash balance has been maintained to date.

Steve Bowley moved

Graham Klose seconded

Acceptance of the Financial Committee Report for May 2020.

Carried #3 9.6.20

7. MATTERS ARISING FROM MINUTES:

7.1 Foreshore Park Roads

Graham Newstead has reviewed the proposal from TFS Civil which would involve repairing existing holes with cold mix at a cost of approximately \$176sqm.

It is recommended to avoid the use of cold mix if possible.

An alternative is to replace the whole road within the Foreshore Park with hot mix at an estimated cost of \$160K (approx. \$26sqm).

It is noted that if concrete was used the subgrade would need to be reinforced, and pavers would be too expensive.

Consideration is to be given as to what level of repair/replacement is to be undertaken by the Association, in order to maintain the road to the standard of when the park was initially leased from Council.

A sub committee (Graham Newstead and Ted Buttfield) will consider options and provide a recommendation to the Executive Committee. The Business Manager will investigate options with Council or grants to assist with the cost of the project.

7.2 Water Tower Art Trail

A written response has been provided to Council outlining SPAI's agreement to participate in the project to the value of \$10K, on the understanding that the native vegetation which limits access and visibility will be addressed. Council has verbally advised that any infrastructure issues will be dealt with during stage 2 of the project.

8. CARLEY'S REPORT:

8.1 A written report was tabled.

It was noted that in regards to movement of the hold bay vans, feedback from Steve Edmead indicated the number of vans able to be moved per day varies according to other activities occurring in the park at various times of year.

Steve Bowley moved

Graham Newstead seconded

That the quote from IT Pros to install a new email system be accepted and the work completed.

Carried #4 9.6.20

Steve Bowley will draft a policy for destruction of documents. Don McPhee will assess the documents currently in storage and advise which ones are suitable for destruction.

Steve Bowley moved

Graham Klose seconded

That the Foreshore Park site fees be raised by \$1.00 from 1st July 2020.

Carried #4 10.6.20

9. SUB-COMMITTEE REPORTS:

9.1 Administration Report: Nil to report. Margie Dodd absent.

9.2 Institute:

A letter from the Institute Committee was tabled requesting a \$2K donation from SPAI to go towards repair of the Institute flooring.

Ted Buttfield moved

Graham Klose seconded

To match the \$2K contribution made by the Institute Committee for repair of the flooring.

9.3 Tidy Towns:

It was noted that Tidy Towns are out of recess and have been working on a project at the Foreshore Caravan Park in preparing the site for new signage. Graham Klose will provide a draft of the new caravan park sign for comment.

It was noted that some tree branches need attending to in the market area.

Graham Klose moved

Steve Bowley seconded

To employ Tom and Lee Edwards Gardening Services to tidy up the limbs.

9.4 Town Projects: Nil.

10. CORRESPONDENCE

10.1 RFDS SYP Support Group – thank you letter.

Accepted

10.2 Daryl Richardson – site 117 OPD email.

Email correspondence was received from Daryl Richardson in regards to the power pole located near his site.

It was resolved that the following points are to be included in the reply to Daryl:

- The Association considers that the power pole and associated power head are adequate and correctly positioned. In view of the associated costs it will not be moved.
- It is considered that the site occupied by Daryl provides adequate space for him to park his boat trailer. It is noted that that space is currently compromised by a garden placed adjacent to the annexe. Removal of the garden may make reversing of a trailer into the space easier.

A further option would be for Daryl to place the boat in the Caravan/Boat storage area. This later option would require payment of associated storage fees.

- Each power head can accommodate four power sockets and in this instance, two are available for Daryl's use. To realize benefit from both outlets it is necessary for Daryl to have a licensed electrician install a second power inlet to his van/annexe such that two separate circuits are created. Two separate, appropriately, tested 15 Amp extension leads can then be used to connect those circuits to the two power head outlets which will reduce the heat generated by the single power connection. The double connection will reduce operation at high current levels and better protect equipment at Daryl's site and the Association's power head.
- It is understood that one of the outlets in the power head needs to be replaced and the Association will ensure that this is repaired. Until Daryl can arrange for the proposed electrical work at this site, he is to be requested to avoid heavily loading the single power outlet.

10.3 Max and Elaine Pannell email:

Tidy Towns will investigate options for recycling of soft plastics.

11. GENERAL BUSINESS:

11.1 Visitor Information Centre Co-Ordinator Report:

A written report was tabled.

12. OTHER BUSINESS

12.1 Gail's Garden Memorial:

Bruce Meehan enquired whether the Gail's Garden Memorial could be enclosed with trellis screening.

It was noted that originally a particular variety of roses favoured by Gail were to be planted around the shelter. However this was delayed due to an issue with supply of that variety.

It was resolved that the matter be deferred until the supply of roses is investigated. Julie Harris to advise once more information is available.

12.2 Lighting at the foreshore BBQ:

Bruce Meehan advised that the overhead light at the round BBQ on the foreshore had been out for some time. The matter has been raised with Council and a new globe is required but has not been installed.

It was resolved that this matter be pursued with Council.

12.3 Street Flower Pots:

Graham Klose raised concern regarding the street flower pots in the town. He expressed the view that they require ongoing maintenance and are often used as de facto rubbish bins. This becomes unsightly, is unhygienic and creates further work. It was noted that enthusiasm for the plants amongst neighbouring businesses is varied.

It was resolved that adjacent business be offered the opportunity to take on the maintenance of the plants. In the event that they have no interest in taking on this task it was further resolved that the plants be removed.

12.4 Entrance of the Caravan Park:

Graham Klose enquired whether, the parking spaces in front of the shed where the new sign is to be located, should be removed to improve the aesthetics and ensure visibility of the sign.

It was resolved that Council should be approached with a view to erecting ,“No Standing Anytime”, signs.

12.5 NBN Connection

Steve Bowley asked whether there was a reason that SPA was not on the NBN. It was agreed that this would be raised with Carley, (Carley was absent at the time).

13. CLOSURE: Meeting closed 6.45pm.

Next meeting Monday 13th July 2020

Don McPhee

Chairperson

Date:.....