

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY  
PROGRESS ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON  
TUESDAY 11<sup>TH</sup> OCTOBER 2016 AT 7.32PM**

**PRESENT:** Ted Buttfeld (Chairman), Don McPhee (Vice-Chairperson), Beth Faulkner, Graham Newstead, Jeff Brundell, Graham Klose, Bruce Meehan, Rowena & Richard Smith (Park Managers), Veronica Brundell (YP Council Representative), Janette Butler (Finance Officer), Gabrielle Gutsche (minute taker).

**1. WELCOME:** Ted Buttfeld welcomed everyone to the meeting.

**2. CONFLICT OF INTEREST:** Nil

**3. APOLOGIES:** Ken Osterstock, Kevin Forrest

**4. MINUTES:** **Jeff Brundell moved** **Graham Newstead seconded**  
**That the minutes of the meeting held on Monday 12<sup>th</sup>**  
**September 2016 be accepted as a true and accurate record.**

**Carried #1 11/10/16**

**5. MANAGER'S REPORT:** Richard and Rowena Smith

**5.1** Caravan Park Assistant Manager's residence in need of repair after storm.

**Graham Newstead moved** **Beth Faulkner seconded**

**That repairs to the Caravan Park Assistant Manager's residence be carried out.**

**Carried #2 11/10/16**

**5.2** New Caravan Park streetlight design and installation well received, however the light emitted too concentrated for the purpose. Resolved to have the LED light replaced with a fluorescent.

**5.3** Quotation received to replace the small amenities block screen that was damaged during winter. One quote received but still waiting for second quotation. Resolved for best quote to be accepted.

**5.4** Tree in the OPD Caravan Park came down during recent storm. Resolved for Tidy Towns to remove fallen tree and inspect 2 other dead trees.

**5.5** Lengthy discussion regarding correspondence from a solicitor requesting 30 days to settle a debt. Resolved to allow the 30 days, before reviewing the matter further.

**5.6** Discussion regarding caravan park resident who has not addressed issues requiring repair. Resolved to send correspondence advising resident site cannot be occupied for safety reasons, until repairs are completed

**5.7** Oyster Point Drive Caravan Park Roads contain large

potholes that are too deep and wide to be repaired by standard council patching practices. Resolved to liaise with council representatives for advice and cooperation regarding the supply of materials for more comprehensive repairs.

5.8 Quotation received for the replacement of two more lights at the Caravan Park.

**Beth Faulkner moved** **Don McPhee seconded**

**That the quotation for the two lights be accepted with the LEDs being replaced with fluorescents**

**Carried #3 11/10/16**

5.9 Two quotations received for cleaning of the OPD Caravan Park sullage pipes and system.

**Graham Newstead moved** **Don McPhee seconded**

**That the selected quotation be accepted**

**Carried #4 11/10/16**

5.10 No quote received for the replacement of damaged fan boxes on the OPD amenities block. Resolved to request quote as urgent and also source other contractors.

5.11 Skylight in OPD Bottles and Cans Shed needs replacing. Resolved to replace skylight.

**Rowena Smith moved** **Margie Dodd seconded**

**That Caravan Park Managers report be accepted**

**Carried #5 11/10/16**

**Caravan Park Managers left meeting at 8:30pm and did not return.**

## **6. FINANCE REPORT**

**Margie Dodd moved** **Jeff Brundell seconded**

**That the Finance Report for September 2016 be accepted.**

**Carried #5 11/10/16**

## **7. MATTERS ARISING:**

7.1 Bollards  
Kevin Forrest submitted alternative options (via Janette Butler) for solar bollard lights at Mills Gully.

**Don McPhee moved** **Graham Klose seconded**

**That 4 of the selected bollards be ordered and installed at Mills Gully**

**Carried #6 11/10/16**

**7.2** Quotations for OPD and Visitor Centre roof repairs requested from 3 different contractors. No quotations received as yet.

**7.3** Lengthy discussion regarding sub-committee arrangement.

Resolved to change the 'Visitor Information Centre/Staff Committee' to the 'Visitor Centre Staff and Redesign Committee'  
Discussion regarding the previous plans and progress made towards the extension of the Visitor Centre.

**Bruce Meehan left meeting at 9:10pm**

## **8. CORRESPONDENCE**

As tabled

**8.1** Council will be repairing playground fence on the cliff side.

**8.2** Late correspondence received from Department of Environment, Water and Natural Resources, regarding Pied Cormorants.

**Jeff Brundell moved**

**Margie Dodd seconded**

**That correspondence be accepted as tabled**

**Carried #7 11/10/16**

## **9. GENERAL BUSINESS**

**9.1** Project Officer/Market Manager Report

**9.1.1** Discussion regarding site equipment and set-up for the Stansbury Seaside Market.

Resolved for Jeff Brundell to manufacture poles for the 'No Dog Signs and poles to support extension leads into switchboard.

Resolved for Gabrielle to laminate sign explanations to fix to signs.

Resolved for 2 x 15A, 100m extension cords and 4 x cable covers to be purchased.

**9.1.2** War Memorial proposal to be discussed at Town Projects Committee meeting.

**9.1.3** OPD Services upgrade

Resolved to request full plans in A0 size, on transparency overlays.

**9.1.4** Town Entrance Sign non-compliant status and correspondence discussed. Resolved to organise meeting with Allan Cotton to discuss 'Statement of Effect'.

**9.1.5** Resolved to send 'Boat Ramp Upgrade' report, bore logs and budget costs to Yorke Peninsula Council and South Australian Oyster Growers Association.

**9.1.6** Resolved to purchase crack filler product for boat ramp, as recommended by manufacturer.

**9.1.7** Christmas Tree engineering and calculations received. Seek quotations for construction and electrical layout.

**9.1.8** Discussion about approaching Australian Windsurfing Association to run event or lessons in conjunction with a Stansbury Seaside Market.

**9.1.9** List and plan of cemetery compartments available at Stansbury Information & Visitor Centre

**9.2** Discussion regarding replacement of Tidy Towns trailer. Quotations presented and trailer option selected.

**Don McPhee moved**

**Graham Klose seconded**

**That a new trailer be purchased for the use of Tidy Towns.**

**Carried #8 11/10/16**

**9.3** Recent safety courses for the use of chainsaws and chemicals, highlighted the need for additional safety equipment, and upgrade of the chemical storage shed.

**Graham Klose moved**

**Margie Dodd seconded**

**That 2 sets of chainsaw PPE and 2 sets of chemical PPE be purchased for Tidy Towns, and that chemical storage to be upgraded.**

**Carried #9 11/10/16**

**9.4** Annual Tidy Towns Christmas dinner discussed.

**Graham Newstead moved**

**Beth Faulkner seconded**

**That Stansbury Progress Association fund the annual Tidy Towns dinner for \$30.00 per head.**

**Carried #10 11/10/16**

**9.5** Discussion of attendees for Work Zone License course

**9.6** Three more sails require replacement and quotation has already been sought and received.

**Jeff Brundell moved**

**Margie Dodd seconded**

**To accept quotation and replace three foreshore sails**

**Carried #11 11/10/16**

**10 CLOSURE:**

Meeting closed at 10.55 pm

Next meeting: Monday 14<sup>th</sup> November 2016

Ted Buttfield

Chairman .....

Date .....