

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY  
PROGRESS ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON  
MONDAY 12<sup>th</sup> SEPTEMBER 2016 AT 7.32PM**

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

**1. WELCOME:** Don McPhee chaired the meeting and welcomed everyone.

**2. CONFLICT OF INTEREST:** Nil

**3. APOLOGIES:** Ken Osterstock, Margie Dodd, Bruce Meehan

**4. MINUTES:** **Graham Newstead moved** **Jeff Brundell seconded**

**That the minutes of the meeting held on Monday 11th July 2016 be accepted as a true and accurate record.**

**Carried #1 12/09/2016**

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

**5.1** Damaged panels on amenities block require repairs.

**Graham Newstead moved** **Jeff Brundell seconded**

**That repair to amenities block be carried out as soon as possible to avoid impacting long weekend visitors**

**Carried #2 12/09/16**

**5.2** Pot holes require repairing. Counsellor Brundell advised approaching council for recommendations.

**5.3** Metal defibrillator box is rusting.

**Ted Buttfeld moved** **Graham Newstead seconded**

**That two 'All Weather' defibrillator boxes be purchased. One for the Foreshore Caravan Park and one for the Pharmacy.**

**Carried #3 12/09/16**

**5.4** Oyster Point Drive Caravan Park amenities block roof is badly rusted. Roof to be repaired at the same time as the Visitor Centre. Work to be tendered. Two of the three fan covers in very bad condition.

**Jeff Brundell moved** **Kevin Forrest seconded**

**To replace damaged fans covers on Oyster Point Drive amenities block**

**Carried #4 12/09/16**

**5.5** Resolved that the Caravan Park Committee to liaise with Caravan Park Managers regarding Travel Auction options.

**5.6** Semi-permanent inspections discussed. Follow up inspections to take place this week.

**Graham Newstead moved**                      **Graham Klose seconded**

**That an advertisement be placed in Yorke Peninsula Country Times for expressions of interest in the sale of a caravan to reclaim bad debt.**

**Carried #5 12/09/16**

**5.7** Resolved to send letters to two semi-permanent site holders requesting property be removed from site, due to bad debt.

**Richard Smith moved**                      **Ted Buttfeld seconded**

**That the Caravan Manager's Report be accepted**

**Carried #6 12/09/16**

**Caravan Park Managers left meeting at 8:10pm and did not return**

## **6. FINANCE REPORT**

**Ted Buttfeld moved**                      **Jeff Brundell seconded**

**That the Finance Report for July and August 2016 be accepted**

**Carried #7 12/09/16**

Ted Buttfeld presented the account from the Auditor

**Ted Buttfeld moved**                      **Jeff Brundell seconded**

**That this account be paid**

**Carried #8 12/09/16**

## **7. MATTERS ARISING:**

**7.1** Aleppo Pine removal

**Jeff Brundell and Veronica Brundell declared conflict of interest and left meeting at 8:20pm**

**Graham Newstead moved**                      **Graham Klose seconded**

**To accept Aleppo Pine quotation**

**Carried #9 12/09/16**

**Jeff Brundell and Veronica Brundell re-entered meeting at 8:34pm**

## 7.2 Foreshore Park Lights

Discussion of quotations received. Resolved to get additional quotations for pole and separate quotations from electrician for lighting.

## 7.3 Bollards

Resolved to source additional quotations for 3 bollard lights at Mills Gully and none for Centenary Park.

## 7.4 Boat Ramp Survey

Lengthy discussion of boat ramp survey, location of boreholes and preliminary results. Intention was to discover structure of the rock beneath toe of the boat ramp and to present these findings to YP Council and SAOGA to provide information should they choose to invest in further alterations and/or excavation.

**Graham Newstead moved**

**Ted Butfield seconded**

**That a letter be sent to contractor, stating that contracted services had not been provided and thus payment would not be made until contract work has been completed.**

**Carried #10 12/09/16**

## 7.5 Oyster Point Caravan Park Survey

**Graham Newstead declared conflict of interest and left meeting at 8:50pm**

Discussion of OPD Survey plans discussed. Resolved to use the sullage plans during the upcoming cleaning of sewer system.

**Graham Newstead re-entered meeting at 9:05pm**

## 7.6 Christmas Tree Lighting.

Engineer has provided concept plans but not build drawings.

## 8. CORRESPONDENCE

As tabled

### 8.1 Access Advisory Working Party Minutes

Council to install access through garden median strip across from Annie Watt street to allow Guide Dog thoroughfare.

### 8.2 RFDS donation request

**Ted Butfield moved**

**Jeff Brundell seconded**

**To donate \$500 to RFDS**

**Carried #11 12/09/16**

**8.3** Stansbury Primary School request for donation towards artificial lawn.

**Ted Buttfeld moved**

**Kevin Forrest seconded**

**To increase donation from \$500 to \$1000 for Stansbury Primary School artificial lawn.**

**Carried #12 12/09/16**

**Graham Klose moved**

**Kevin Forrest seconded**

**That correspondence be accepted as tabled**

**Carried #13 12/09/16**

## **9. GENERAL BUSINESS**

### **9.1** Project Officer/Market Manager Report

**9.1.1** Discussion regarding 'RV Friendly' rating regulations and the advantages and disadvantages it would create.

Resolved for Caravan Park Committee and Caravan Park Managers to research and investigate RV Friendly rating further.

#### **9.1.2** War Memorial Wall and Honour Board

Resolved for Graham Newstead to research and provide photographs of Honour Boards and War Memorials in other towns.

**9.1.3** 'No Dog' signs received. Resolved to install dog signs before next market and include process in Market Running Sheet.

**9.1.4** Letter from council explaining the change of Boat Ramp permit from 'discouraged' to 'not permitted' has been reversed in online form. Janette to look at online form.

**9.1.5** Meals on Wheels enquired about providing concrete seating along the foreshore. Janette to provide Meals on Wheels Committee with information.

### **9.2** Pied Cormorants

Lengthy discussion regarding excessive pied cormorant numbers and avenues for control. Resolved to continue applying for permits, working with YP Council and DENWR, and forwarding on feedback from local community to YP Council. If no progress made within 21 days, submission to be sent to local government member.

### **9.3** Tidy Towns Truck

Discussion about the state of the current Tidy Towns Truck and

the possibility of purchasing a replacement. Resolved for Ted Buttfeld to undertake further research and report back to committee.

**9.4 Stansbury Progress internode address**

Resolved to dissolve internode address as it is no longer relevant.

**9.5** Discussion of sub-committee members. Janette to send out list of current sub-committee members to allow all committee members to consider any changes required.

**9.6** All Stansbury Progress Association Members signed 'Code of Conduct'.

**9.7** Request from OPD Surveyor for direct payment of location subcontractors.

**Jeff Brundell moved**

**Ted Buttfeld seconded**

**To pay surveyor's sub-contractors directly.**

**Carried #14 12/09/16**

**10 CLOSURE:**

Meeting closed at 11.05pm

Next meeting: Tuesday 11<sup>th</sup> October 2016

Don McPhee

Vice-Chairman .....

Date .....