

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY PROGRESS  
ASSOCIATION INCORPORATED HELD IN THE STANSBURY INTITUTE ON  
MONDAY 13<sup>th</sup> JANUARY 2020 AT 7.30PM**

**PRESENT:**

Don McPhee (Chairperson), Ted Buttfield (Vice Chairperson) Steve Bowley, Beth Faulkner, Bruce Meehan, Graham Klose, Kevin Forrest, Graham Newstead, Julie Harris, Carley Crouch (minute taker).

**1. WELCOME:**

Don McPhee welcomed everyone to the meeting.

**2. CONFLICT OF INTEREST:** Nil

**3. APOLOGIES:**

Margie Dodd, Anthony Bennett (YP Council), Steve Edmead and Kathy Coy.

**4. MINUTES:**

**Kevin Forrest moved                      Julie Harris seconded**

**That the minutes of the meeting held on Monday 9<sup>th</sup> December 2019 be accepted as a true and accurate record.**

**Carried #1 13.1.20**

**5. CARAVAN PARK MANAGER'S REPORT:**

**5.1** Beth advised the following:

- Caravan park is currently in the busiest month of the year.
- The second freezer has been installed for the fish cleaning bay.
- A Caravan Park Committee meeting will be held at the end of February to review occupancy rates and identify maintenance work to be completed in the off season.
- There were issues with emails just prior to Christmas, this has been resolved.
- Online bookings are only available through the Top Parks website. Caravan Park website to be updated to include direct online bookings.
- Camp kitchen renovation is on hold and will be considered as part of the Winter projects schedule.
- A high water bill was received for last quarter for the front park. In part due to additional watering during the dry season.

**Action:** Beth to ask Steve Edmead to investigate if any leaks are evident.

**5.2** The telephone system will be investigated to confirm how it functions in regards to call flow and redundancy measures if the system goes down.

**5.3** Don advised that the gas tank for the amenities block in the front park is surrounded by trees and the roots are lifting the tank. The pipe is underground. Plumbers advice is to cut trees and poison roots to minimise risk of a gas leak.

**Action:** Tidy Towns will arrange removal and poison of the trees.

**5.4** Ted advised that the generator was not available for collection, however arrangements have been made to have it delivered.

**5.5** It was noted that a needs analysis is to be undertaken before purchasing a larger capacity generator.

## **6. FINANCE REPORT:**

### **6.1 Sub Committee Report**

Steve Bowley reported that the following had been identified:

- The variance between RMS and MYOB income was due to gst. Variances are always going to occur between the two figures. However, as long as they are within an acceptable range the variances are not a concern.
- MYOB figures will be used for future analysis.
- RMS reports will be used for analysis of occupancy trends.

**Steve Bowley moved**

**Julie Harris seconded**

**Acceptance of the Financial Statements for November and December 2019.**

**Carried # 2 13.1.20**

**6.2** Steve Bowley reported that:

- The dashboard which has been developed to indicate revenue trends will be extended to include data on expenses and occupancy.
- The multi period report provides expenditure information.  
**Action:** Carley to review expenditure items and provide a forecast for the rest of the financial year.
- Future internal controls will include all invoices being forwarded to Don and Carley on a weekly basis for approval before payment is finalised.
- A Limits of Authority procedure will be developed which defines the limits and authorisation for purchases. This will be presented to the Executive Committee for approval.  
**Action:** Carley to develop and present a procedure to the Executive Committee.
- Consideration is being given to identify an acceptable annual surplus from the caravan park which allows for community projects to be undertaken and meet the long term needs of both Progress and the community.

**Kevin Forrest moved**

**Beth Faulkner seconded**

**Acceptance of the Financial Committee report.**

**Carried # 3 13.1.20**

**6.3** A feasibility study is to be undertaken by Kevin and Carley re the option for installing solar power hot water and electricity in the parks to reduce the power expense.

**Graham Newstead moved**

**Bruce Meehan seconded**

**That a feasibility study be undertaken re installation of solar power.**

**Carried # 4 13.1.20**

## **7. SUB COMMITTEE REPORTS:**

### **7.1 Administration**

Nil reported.

### **7.2 Institute**

Graham Newstead reported a meeting is scheduled for 28<sup>th</sup> January.

Information requested by Westpac has been returned.

The switchboard is at capacity and any further extension would require rewiring.

### **7.3 Tidy Towns**

Don provided a verbal report to the Committee of local works that have been undertaken.

Don advised that he has arranged for Tidy Towns to assist Blaze Aid on Tuesday 21<sup>st</sup> January in rolling up and removing farm fences. The truck, front end loader, caravan park ute and tandem trailer will be used.

Graham Klose advised bird spikes have been installed on the town sign.

Don reported that a dry season has reduced the water available for watering of town plants. Julie offered Tidy Towns access to excess water available at her property.

### **7.4 Town Projects**

Don reported that the focus is on caravan projects in the immediate future.

## **8. MATTERS ARISING FROM MINUTES:**

**8.1** Toddler seat approved for purchase.

**Graham Newstead moved**

**Ted Buttfield seconded**

**To purchase and install the toddler seat for the playground.**

**Carried # 5 13.1.20**

### **8.2 Tidy Towns labour for school playground upgrade:**

Beth advised considerable work is currently being undertaken and is likely to be completed by the beginning of the term. Beth will check with the school if there is anything else they need assistance with once the major works have been completed.

**8.3 Garage Sale 2020:** Sarah to research possible dates in May or September to hold the town garage sale.

**8.4 Adelaide Road trees:**

Don has contacted Nick Hoskin from the Council re replacing the trees with bottlebrushes once the season has broken.

**9. CORRESPONDENCE:**

As tabled.

**8.1 Minster’s Recreational Fishing Advisory Council letter:**

Agreed the most appropriate representation is at Council level, and for Council to co-ordinate the response from local communities.

**8.2 Letter re water usage in the park:** Ted advised an overuse of water has been identified at some sites in the OPD park. Agreed that a letter will be written to site holders advising current practice to cease. Installing water metres at each site will be considered if non compliance occurs.

**8.3 Stansbury Museum request for raffle donation:** Agreed to donate a hoodie and cap.

**Graham Newstead moved**

**Ted Buttfield seconded**

**To provide a donation to the Museum.**

**Carried # 6 13.1.20**

**8.4 Town sign:** Kevin reported that the issue was a broken wire which is out of warranty. Existing LED strip (IP20) is rated for indoor use only. Kevin will replace with an IP65 strip which is outdoor rated with a 2 year warranty.

**10.GENERAL BUSINESS:**

**10.1 Business Manager’s Report:**

Carley Crouch provided a written report to the Committee.

**10.2 Air Conditioner Quotes:**

It was agreed to proceed with the Iccool quote for an air conditioner in the Business Manager’s Office.

**10.3 Tourism Officer’s Report:**

Sarah Wright provided a written report to the Committee.

**11. CLOSURE:**

Meeting closed at 9.45pm.

Next meeting Monday 11<sup>th</sup> February 2020

Don Mcphee  
Chairperson .....  
Date:.....