

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE STANSBURY PROGRESS
ASSOCIATION INCORPORATED HELD IN THE STANSBURY INSTITUTE ON
MONDAY 10th September 2018 AT 7:33pm**

PRESENT: Ted Buttfield (Chairperson), Don McPhee (Vice Chairperson), Beth Faulkner, Margie Dodd, Graham Newstead, Steve Bowley, Kevin Forrest, Graham Klose, Bruce Meehan, Jeffrey Brundell, Veronica Brundell (Council Representative), Tracey Willmott & David Helbig (Caravan Park Managers), Janette Butler (Finance/Administration Officer), Gabrielle Gutsche (Minute Taker).

1. WELCOME: Ted Buttfield welcomed everyone to the meeting.

2. CONFLICT OF INTEREST: Nil

3. APOLOGIES: Nil

4. MINUTES: Minutes of the meeting held on 9th July 2018

Graham Klose moved **Jeff Brundell seconded**

That the minutes of the meeting held on Tuesday 9th June be accepted as a true and accurate record.

Carried #1 10/09/18

5. MANAGER'S REPORT: Caravan Park Manager's report as tabled

Tracey Willmott and David Helbig left at 8:25 pm and did not return.

5.1 Discussion regarding Caravan Park cleaning and maintenance staff advertising

5.2 Schedule jet cleaning of pipes in both Caravan Parks.

5.3 Discussion regarding resident wanting to sell his van. Does not have current contract as inspection items had not been addressed due to illness. Inspection to be scheduled.

5.4 Discussion regarding bookings for Long Weekend. Only unpowered sites left in OPD Park.

5.5 Guest inquiring about rules regarding flushing of boat motors in OPD Park. Janette to inform guest that it is not allowed due to noise and impact on lawn areas.

5.6 Discussion regarding request from resident to install 1.5m pool fence around front verandah. Janette to contact Council re fencing regulations. Temporary fencing allowed if it is confined to their site and can be packed away when they leave.

5.7 Discussion regarding implementation of tag & testing requirements for guests. It is currently not a legal requirement, however Caravan Parks are beginning to implement this requirement elsewhere.

Don McPhee moved **Graham Newstead seconded**

To require all guests to ensure their extension leads are tag & tested, starting June 2019. Notices will be displayed warning of the upcoming change. Tag & Tested leads will be available for hire for guests who do

not have their own compliant leads. Janette to purchase 5 x 15A leads for this purpose.

Carried #2 10/09/18

5.8 Discussion regarding a resident's request to remove a tree, which has roots that are pushing up his floor. Don McPhee has inspected site and confirmed this to be correct. It was resolved for the tree to be removed. Removal to be organised by Caravan Park Managers.

5.9 Discussion regarding OPD Park vacant site, infrastructure and drive-through sites.

Kevin Forrest moved

Margie Dodd seconded

To advertise vacant sites

Carried #3 10/09/18

6. FINANCE REPORT

6.1 Stansbury Sports and Community Club has recently received a grant towards installation of underground sprinklers. Stansbury Progress Association has previously committed to contribute \$20,000 to this project.

Graham Newstead moved

Steve Bowley seconded

That the Finance Reports for July 2018 and August 2018 be accepted.

Carried #4 10/09/18

7. MATTERS ARISING

7.1. Discussion regarding BBQ near Cannon Corner. It was resolved to replace existing dilapidated BBQ with one recently removed from the Caravan Park during upgrade.

8. CORRESPONDENCE

As tabled

8.1 CFS organising information session. Janette to liaise with Scott. To be advertised in the Stansbury Scribble.

Don McPhee moved

Graham Klose seconded

To accept the correspondence as tabled

Carried #5 10/09/18

9. GENERAL BUSINESS

9.1 Project Officer Report

9.1.1 Discussion regarding contractor quotes for the War Memorial upgrade.

Graham Newstead moved

Margie Dodd seconded

To accept the contractors quotation.

Carried #6 10/09/18

9.1.2 Discussion of correspondence with council regarding seawall project.

Don McPhee moved

Jeff Brundell seconded

To accept the Project Officer Report

Carried #7 10/09/18

9.2 Discussion regarding Visitor Centre renovations. Resolved for Sub-Committee to hold a meeting to discuss possibilities.

9.3 Discussion regarding scheduling of inspections for Caravan Park sites.

9.4 Discussion regarding Stansbury Institute trialling a new cleaner. Graham Newstead to report back at next meeting.

9.5 Beth Faulkner presented minutes from Caravan Park Sub-Committee meeting. Discussion of minutes

10 CLOSURE:

Meeting closed at 10:10 pm

Next meeting: Monday 8th October 2018

Ted Butfield

Chairman

Date