

PORT VINCENT PROGRESS ASSOCIATION INC
MEETING MINUTES

Thursday 6th July 2023

Compiled by President Michelle Twelftree / Secretary Absent.



POSITIONS OF OFFICE

COMMITTEE

President	Michelle Twelftree	Jan Le Feuvre	Rob Searle
Vice President	Kristan Every	Phil Clarke	Pam Hickman
Secretary	Greg Shaw	Judy De Giglio	Kim Hoskin
Treasurer	Carolyn Janson	Sue Hall	

PRESENT: ONLINE ZOOM MEETING - Present; Michelle Twelftree, Sue Hall, Rob Searle, Jan Lefevre, Deb Whissen

APOLOGIES: Greg Shaw, Kristan Every, Carolyn Jansons, Phil Clarke, Judy De Giglio, Pam Hickman, Kim Hoskins

NO QUORUM - (50% plus 1) Meeting proceeded as a DISCUSSION ONLY. All formal Movements and Approvals to be carried over to next meeting AUGUST 3rd, 2023.

MINUTES OF PREVIOUS MEETING: distributed by email.

Moved Seconded

AGM - Committee members up for re election

Members at End of Term	Members Re-Nominating	12 months remaining on Term
Carolyn Janson		Michelle Twelftree
Kim Hoskin		Pam Hickman
Sue Hall		Kristen Every
Rob Searle	No	Jan Le Feuvre
		Judy De Giglio
		Phil Clarke
		Greg Shaw

BUSINESS ARISING FROM THE MINUTES:

- 1) **Title:** GST Registration and Implications
Discussion: The implications are more complicated than first thought
Further Action: Carried over until after AGM (New Committee to discuss)

- 2) **Title:** Term Deposit
Discussion: Carolyn to report back when complete current interest 3.5 last week will try for 3.75%
Further action: Carried over **(Confirmation Required)**

- 3) **Title:** Tennis Court Fencing
Discussion: Kristan to get this checked out by Will and Dillon and report back next meeting.
Further Action: Kristan reports that no plan has been formulated at this stage. Kristan will catch up with people. Carried over **(New Fencing quote to be organized. Look at future grant opportunities).**

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- 4) **Title:** WiFi access
Discussion: Sue to report back with enquiries with Council
Further action: Council have suggested a STARLINK Set up, that they can purchase, and we can use when required for streaming at a fee invoiced from council. This doesn't address the long-term issue with no regular access available to the internet at the hall facility including the PVPA office.
**** Suggested to re-access NBN Connection and plan cost - review a monthly sponsorship scheme to cover associated Costs.**
- 5) **Title:** Caravan Storage
Discussion: On going liaising with YP Council re insurance etc. Caravan owners have been assured that storage will be available etc....update check correspondence sent to committee re P Council notification to Van owners
Further Action: Ongoing communication with Council re- Storage and depot site, YP Council have renewed existing storage holders' contracts for a further three months whilst the logistics of separating the depot site and the storage site are worked out. Assistance from council re: Storage contracts in the future has been offered inhouse. Lease considerations are being looked at, access to the block along with Safety and Insurance/Liabilities. Both parties hoping to have a complete resolution in the three-month period.
- 6) **Title:** Transfer of Teams Documents/Folders
Discussion: Kim and Kristan reporting back on Google doc's Drop box Google drive.
Further Action Required: TEAMS appear to be working as long as the primary account holder has a MS365 Subscription- Pam H AND Sue H to work on updating the Teams.
- 7) **Title:** Service Station Closure
Discussion: Michelle to reporting back on enquiries about 24hr fuel etc.
Further Action: NO FURTHER ACTION

COUNCIL REPORT: NO FORMAL REPORT PRESENTED.

Business arising from council report:

SUB COMMITTEE REPORTS:

SUB- COMMITTEE	REPORT PROVIDED	BUSINESS ARISING FROM REPORTS
TIDY TOWNS	Yes	
VISITOR INFORMATION OFFICE	No	
'A FOCAL POINT' NEWSLETTER	Yes	
WORKING GROUPS		
OVAL REJUVENATION COMMITTEE	No	

CORRESPONDENCE IN		CORRESPONDENCE OUT	
31/05	Insurance quote and Invoice (TT Vehicles)	29/05	Rural Health grant
2/06	Fire Equip Maintenance Invoice	4/06	Tidy Town Insurance
2/06	YP Council request for list of PVPA Assets	5/06	Grounded Sponsorship Prospectus to Sue Hall
2/06	Rural Health Grant	13/06	Institute Projector
4/06	AFP article – Hooded Plover	14/06	Contact details re Lainie Anderson

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9/06	NAIDOC week activities	15/06	History Book
14/06	Not for profit Treasurer awards	20/06	Plaque application to YP Council
15/06	Notification of grant funds being available	21/06	Insurance Query
15/06	Copy of messenger message - Grounded festival x 2	22/06	Come Try activities at Port Vincent
17/06	Teams – working??	24/06	CEO points
18/06	Old Correspondence request re 14 Bennett St	26/06	Request to YP Council re asset list
24/06	Tidy Town Report and R Searle's AGM notification	29/06	Sustainable Community Awards
26/04	Purchase of Pie warmer via grant funding	29/6	Community workshop re disasters
29/06	Sustainable Community Awards	3/07	Reply to Peter Lehman
30/06	Fat Trap images from Kiosk		
30/06	YP Council advise re Caravan Storage		
30/06	Grant opportunities x 2		
3/07	Peter Lehman re a new wharf sub committee		

BUSINESS ARISING FROM CORRESPONDENCE:

- 1) **Title:** YP Council Request
Discussion: YP Council has requested a list of PVPA assets be supplied to them. Secretary had replies requesting that they forward what assets they have recorded, and we will compare and update as required.
Further Action: No further action until list received from YP Council (Follow up possibly required)
- 2) **Title:** Teams
Discussion: Sue sent an email about uploading a hyperlink to Team which is free Have committee members looked at this to see if it works
Further Action: As mentioned above - Teams is working and being updated.
- 3) **Title:** Institute Project - update
Discussion: Projector installation time frame
Further Action - Acquittal extension has been requested and approved; Tyson is awaiting more formal pricing - working on getting best possible deal for equipment required.
- 4) **Title:** Grounded YP Festival - Come and Try activities update
Discussion: Sue to update committee re planned activities (refer to correspondence that was emailed to committee members)
Further Action UPDATE Provided in correspondence- Children's art/craft workshops planned for Sunday 20th August; Sue H currently has enough volunteers to assist on the day.
- 5) **Title:** Grant opportunities
Discussion: Correspondence received for Grant opportunities that could be used for Honor Board and Intranet access at the Institute - Committee to decide if grants should be applied for
Further Action ONGOING.



- 6) **Title:** Grease Trap installation at Kiosk / Issues discussed with YP Council on 26th June - Michelle
Discussion: Images included in correspondence email- Michelle has had a conversation with YP Council - update to committee

Further Action Correspondence received from YP Council, Grease trap – The plan is:

- New steps over the old concrete steps to make safe – plans drawn, and quotes being obtained by Nick Hoskin
- Extend the concrete path out from the steps around the gas bottles and grease arrestor
- Construct screens around the grease arrestor and pressure sewer tank to tidy up the area and to prevent kids from climbing/damaging the new equipment
- Sandbags to be removed
- Funding for works to be shared between Assets and Development Services from within operational budgets
- Maybe some other minor works just to tidy up the area

FINANCIAL REPORT: NO REPORT PRESENTED - Carried over to August 2023, Meeting

GENERAL BUSINESS:

- 1) **Title:** Advertisement to be placed in Country Times for AGM

Discussion: AGM notification needs to be placed in A Focal Point, posters and County Times

Further Action: **GREG TO ACTION ADVERT IN Country Times for the week prior to the AGM.**

- 2) **Title:** Report of discussions with YP Council CEO - Michelle

Discussion: Michelle to advise members of the outcome of discussions held with YP Council CEO on Monday 26th June

Further Action: Pam H and Michelle T, attended Meeting at YP Council Monday 26th June. Priority discussion was regarding the PVPA wishing to manage to the Caravan Storage site to secure a regular income for the PVPA/ COMMUNITY. Positive conversation took place - action is taking place to achieve the best outcome for all parties involved.

Internet - Reported on above

Fire Break, behind Vincent rise - Council to provide copy of CFS Report

Wharf/seafront Railing - Not currently on the asset management plan - we suggested that it would be appropriate to have it added, to be assessed annually for maintenance and replacement.

Finance Budget held in Trust - Pending an updated spreadsheet from the council Finance dept.

Pump Track - Revised Grant application to be approved my Council working party for submission in August.

Wharf area - Safety concerns and inappropriate usage- Pending Formal Engineering reports.

- 3) **Title:** Cemetery Wall and surrounds

Discussion: Charmaine Kimber has been doing a lot of work at the Cemetery area with Tidy towns and would like to be included in the placement area of the (sculpture (Memorial tree?) What has happened to organising a plaque recognizing the work that Tidy Towns has done to the area?

Further Action: Plaque quote to be gained - financial approval at next meeting.

Contact with Council to be made re; Memorial Tree Approval.



Any OTHER BUSINESS -

WORKING PARTY - Playground Shade Sail; Deb Whissen

Deb is still working on achieving design / quotes for a shade sail of the existing foreshore playground, suggested once design is selected that a development application be submitted to start the approval process, pre- applying/receiving grant funding in the future.

PRE-AGM-

Michelle Suggested a round table discussion session/sessions for any community members interested in potentially joining the PVPA - to advise of areas to be involved in, projects past, current and pending, and all things Community and Progress involved. PLAN FOR Early/Mid-August. AGM END AUGUST 2023.

WORKING PARTY - New Year's Day Event to accompany Fire Works Display.

Working party has been formed - general format to be advised by 26th July. To advertise event in the Aug AFP. INITIAL CONCEPT - is to host a twilight/ entertainment based, family friendly event.

NEXT MEETING 3rd August 7.30 pm

AGM August 31st 7.00 at Institute

**Please Remember all apologies, Reports and Agenda Items
Must be Sent via Email to prior to the next meeting.**