

CITY OF HOLDFAST BAY

Minutes of the meeting of the Jetty Road Mainstreet Committee of the City of Holdfast Bay held in the Glenelg Library Meeting Room, Colley Terrace, Glenelg on Wednesday 7 March 2018 at 6:05 pm.

PRESENT

Elected Members

Deputy Mayor A Wilson
Councillor S Charlick

Community Representatives

Chairman – Mr M Faulkner, Enve Hair and Beauty
Don Maios Investments, Mr C Maios
Cibo Espresso, Mr T Beatrice
Beach Burrito Company, Mr A Warren
GU Film House, Mr S Robinson
Fassina SA Family Liquor Stores, Ms E Fassina

Staff

Manager City Activation – Ms M Lock
Jetty Road Development Coordinator – Ms A Brown

1. OPENING

The Chairman declared the meeting open at 6:05 pm.

2. APOLOGIES

2.1 For Absence - Ms E Leenearts, Mr A Fotopoulous, Mr R Caruso

2.2 Leave of Absence - Nil

3. DECLARATION OF INTEREST

Members were reminded to declare any interest before each item.

4. CONFIRMATION OF MINUTES

Motion

That the minutes of the Jetty Road Mainstreet Committee held on 7 February 2018 be taken as read and confirmed.

Moved by A Warren, Seconded by T Beatrice

Carried

That the minutes of the Jetty Road Mainstreet Committee held on 21 February 2018 be taken as read and confirmed.

Moved by A Wilson, Seconded by S Robinson

Carried

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5. QUESTIONS BY MEMBERS

5.1 Without Notice:

5.1.1 Street Cleaning

The Chairman, Mr M Faulkner, asked a question regarding overdue street cleaning.

The Jetty Road Development Coordinator provided a response.

5.2 With Notice

6. MOTIONS ON NOTICE – Nil

7. REPORTS/ITEMS OF BUSINESS

7.1 Items in Brief (Report No: 68/18)

These items are presented for the information of Members.

The Committee discussed the office accommodation update and it was agreed that this will be put on hold until a new employment contract is in place for the Jetty Road Development Coordinator.

The Committee discussed the concepts for the Christmas decorations and final concepts and costings will be presented to the committee for endorsement at the April meeting.

Motion

That the JRMC endorse the vision, strategic objectives and direction of the draft Jetty Road Retail Strategy 2018-2022, as amended.

Moved A Warren, Seconded C Maios

Carried

Division called

A division was called and the previous decision was set aside.

Those voting for: M Faulkner, C Maios, T Beatrice, A Warren, S Robinson, E Fassina, Cr A Wilson and Cr S Charlick (8)

Those voting against: Nil (0)

The Chairman, Mr M Faulkner declared the motion

Carried

7.2 Monthly Finance Report

Jetty Road Mainstreet January and February 2018 variance report was presented for information of the members of the Jetty Road Mainstreet Committee.

Motion

That the Jetty Road Mainstreet Committee note the January and February 2018 finance reports.

Moved C Maios, Seconded E Fassina

Carried

8. URGENT BUSINESS – Subject to the leave of the meeting - Nil

9. DATE AND TIME OF NEXT MEETING

The next meeting of the Jetty Road Mainstreet Committee will be held on Wednesday 4 April 2018 in the Glenelg Library Meeting Room, Colley Terrace, Glenelg.

10. CLOSURE

The meeting closed at 8:18pm.

CONFIRMED Wednesday 4 April 2018

CHAIRMAN

INCOME & EXPENDITURE STATEMENT 28 February 2018

	Annual Budget	YTD Budget	YTD Actuals	Variance
Revenue				
General Rates Raised	564,539	564,539	564,510	(29)
Other Income	4,200	-	20,384	20,384
	568,739	564,539	584,894	20,355
Expenses				
Employee Costs	163,286	105,981	92,112	13,869
Sponsorships	12,500	6,940	25,554	(18,614)
Professional Sevices	87,253	53,292	47,337	5,955
Marketing	119,500	53,950	83,012	(29,062)
Repairs & Maintenance	5,000	5,000	994	4,006
Food & Drink	3,250	2,524	986	1,538
Office Expenses	1,750	1,443	540	903
Directory Board	2,500	896	535	361
Christmas Decorations	20,000	20,000	2,564	17,436
Operation Shopfront	500	500	195	305
Unallocated credit card expenditure	0	0	12,856	(12,856)
Christmas Pageant	35,717	34,747	29,795	4,952
Winter Wonderland	74,421	69,047	34,613	34,434
Tour Down Under	50,000	49,522	40,489	9,033
November Street Party	30,000	30,000	31,669	(1,669)
Tram Track Marketing Campaign	(80)	(80)	(2,393)	2,313
	605,597	433,762	400,858	32,904
Net Profit/(Loss)*	(36,858)	130,777	184,037	53,260

*Annual Budget includes carry forward amount from 2016/17 of \$42,358

Marketing - Breakdown

Digital Marketing	21,059
Radio	296
Television	-
Outdoor Signage	47,950
Print Media	9,999
Promotional Collateral	3,709
	<u>83,012</u>

226 - Glenelg Mainstreet

Activity	Original Budget	Carry Forwards / Budget Reviews	Current Adopted Budget	Current Adopted YTD Budget	YTD Actuals	YTD Variance	Orders	Total Actuals	Balance Available
200 - Salaries	131,080	0	131,080	82,864	69,550	13,314	0	69,550	61,530
249 - Wages - Overtime	4,000	0	4,000	2,168	3,022	(854)	0	3,022	978
250 - Salaries Superannuation	12,303	0	12,303	7,779	9,133	(1,354)	0	9,133	3,170
283 - Sponsorships	12,500	0	12,500	6,940	25,554	(18,614)	0	25,554	(13,054)
300 - Other Contractual Services	0	0	0	0	198	(198)	0	198	(198)
301 - Professional Services	17,315	0	17,315	8,941	19,200	(10,259)	0	19,200	(1,885)
310 - Project/Event Management	90,000	(20,062)	69,938	44,351	27,939	16,412	0	27,939	41,999
331 - Repairs and Maintenance - General Contract	0	5,000	5,000	5,000	564	4,436	0	564	4,436
367 - Repairs and Maintenance - Art Exhibits & Signage	0	0	0	0	430	(430)	0	430	(430)
397 - Operation Shopfront	500	0	500	791	195	596	0	195	305
401 - Christmas Decorations	20,000	0	20,000	20,000	2,564	17,436	0	2,564	17,436
415 - Food and Drink	1,250	0	1,250	663	826	(163)	0	826	424
41F - Food, Drink, Entertainment (FBT Applicable)	2,000	0	2,000	1,861	160	1,701	0	160	1,840
426 - Printing and Stationery - Other	750	0	750	750	0	750	0	0	750
433 - Marketing - Promotion & Familiarisation	100,000	19,500	119,500	53,950	83,012	(29,062)	1,500	84,512	34,988
438 - Directory Board	2,500	0	2,500	896	535	361	0	535	1,965
802 - Training, Course and Seminar Fees	6,500	2,500	9,000	6,267	5,232	1,035	0	5,232	3,768
817 - Insurance - Workers Compensation - Sals	6,903	0	6,903	6,903	5,175	1,728	0	5,175	1,728
832 - Telecommunications	1,000	0	1,000	693	540	153	0	540	460
898 - Credit Card Expenditure yet to be Allocated	0	0	0	0	12,856	(12,856)	0	12,856	(12,856)
900 - Miscellaneous Income	0	0	0	0	(19,412)	19,412	0	(19,412)	19,412
910 - Ticket Sales	(4,200)	0	(4,200)	0	(972)	972	0	(972)	(3,228)
966 - General Rates Raised	(564,539)	0	(564,539)	(564,539)	(564,510)	(29)	0	(564,510)	(29)
	(160,138)	6,938	(153,200)	(313,722)	(318,211)	4,489	1,500	(316,711)	163,511

J01 - Christmas Pageant - Jetty Road Contribution (50% of budget)

Activity	Original Budget	Carry Forwards / Budget Reviews	Current Adopted Budget	Current Adopted YTD Budget	YTD Actuals	YTD Variance	Orders	Total Actuals	Balance Available
249 - Wages - Overtime	7,223	0	7,223	7,223	492	6,731	0	492	6,731
310 - Project/Event Management	7,000	0	7,000	7,000	7,500	(500)	0	7,500	(500)
312 - Hire Companies	9,754	0	9,754	9,584	9,789	(205)	0	9,789	(35)
423 - Repairs and Maintenance - General Materials	1,200	0	1,200	1,200	0	1,200	0	0	1,200
433 - Marketing - Promotion & Familiarisation	6,000	0	6,000	6,000	7,058	(1,058)	196	7,254	(1,254)
800 - Other Expenditure	2,520	0	2,520	2,520	932	1,588	0	932	1,588
806 - Donations	573	0	573	573	860	(287)	0	860	(287)
835 - Entertainment/Special Occasions	5,447	0	5,447	5,447	4,666	781	0	4,666	781
944 - Sponsorship Income	(4,000)	0	(4,000)	(4,800)	(1,500)	(3,300)	0	(1,500)	(2,500)
	35,717	0	35,717	34,747	29,795	4,952	196	29,991	5,726

J02 - Winter Wonderland - Jetty Road Contribution (50% of Budget)

Activity	Original Budget	Carry Forwards / Budget Reviews	Current Adopted Budget	Current Adopted YTD Budget	YTD Actuals	YTD Variance	Orders	Total Actuals	Balance Available
249 - Wages - Overtime	541	0	541	178	0	178	0	0	541
301 - Professional Services	100,000	0	100,000	100,000	104,085	(4,085)	0	104,085	(4,085)
310 - Project/Event Management	2,207	0	2,207	2,207	0	2,207	0	0	2,207
326 - Security Services - General	12,000	0	12,000	12,000	10,657	1,343	0	10,657	1,343
400 - Other Materials	0	0	0	0	1,250	(1,250)	0	1,250	(1,250)
433 - Marketing - Promotion & Familiarisation	18,000	0	18,000	17,666	14,214	3,452	0	14,214	3,786
492 - Web Sites Updates	170	0	170	170	77	93	0	77	93
800 - Other Expenditure	4,677	0	4,677	0	1,855	(1,855)	0	1,855	2,822
801 - Advertisements	15,485	0	15,485	15,485	0	15,485	0	0	15,485
835 - Entertainment/Special Occasions	6,356	0	6,356	6,356	0	6,356	0	0	6,356
900 - Miscellaneous Income	0	0	0	0	(1,909)	1,909	0	(1,909)	1,909
910 - Ticket Sales	(81,720)	0	(81,720)	(81,720)	(95,617)	13,897	0	(95,617)	13,897
944 - Sponsorship Income	(3,295)	0	(3,295)	(3,295)	0	(3,295)	0	0	(3,295)
	74,421	0	74,421	69,047	34,613	34,434	0	34,613	39,808

J03 - Tour Down Under - Jetty Road Contribution

Activity	Original Budget	Carry Forwards / Budget Reviews	Current Adopted Budget	Current Adopted YTD Budget	YTD Actuals	YTD Variance	Orders	Total Actuals	Balance Available
205 - Wages	1,400	0	1,400	1,400	2,349	(949)	0	2,349	(949)
249 - Wages - Overtime	2,750	0	2,750	2,750	3,904	(1,154)	0	3,904	(1,154)
310 - Project/Event Management	35,000	0	35,000	34,800	1,919	32,881	0	1,919	33,081
312 - Hire Companies	10,100	0	10,100	10,100	33,115	(23,015)	0	33,115	(23,015)
423 - Repairs and Maintenance - General Materials	750	0	750	472	0	472	0	0	750
835 - Entertainment/Special Occasions	0	0	0	0	700	(700)	0	700	(700)
904 - Donations and Contributions	0	0	0	0	(1,500)	1,500	0	(1,500)	1,500
	50,000	0	50,000	49,522	40,488	9,034	0	40,488	9,512

J04 - November Street Party

Activity	Original Budget	Carry Forwards / Budget Reviews	Current Adopted Budget	Current Adopted YTD Budget	YTD Actuals	YTD Variance	Orders	Total Actuals	Balance Available
249 - Wages - Overtime	0	0	0	0	3,989	(3,989)	0	3,989	(3,989)
310 - Project/Event Management	0	30,000	30,000	30,000	24,078	5,922	0	24,078	5,922
312 - Hire Companies	0	0	0	0	1,697	(1,697)	0	1,697	(1,697)
433 - Marketing - Promotion & Familiarisation	0	0	0	0	1,905	(1,905)	0	1,905	(1,905)
	0	30,000	30,000	30,000	31,669	(1,669)	0	31,669	(1,669)

39A - Tram Track Marketing Campaign

Activity	Original Budget	Carry Forwards / Budget Reviews	Current Adopted Budget	Current Adopted YTD Budget	YTD Actuals	YTD Variance	Orders	Total Actuals	Balance Available
426 - Printing and Stationery - Other	0	0	0	0	1,598	(1,598)	0	1,598	(1,598)
433 - Marketing - Promotion & Familiarisation	0	39,920	39,920	39,920	36,010	3,910	0	36,010	3,910
943 - Grants - Other	0	(40,000)	(40,000)	(40,000)	(40,000)	0	0	(40,000)	0
	0	(80)	(80)	(80)	(2,393)	2,313	0	(2,393)	2,313