

**Minutes of the Annual General Meeting of Kalk Bay St. James SRA NPC
held at 20h00 on Tuesday 7 November 2017
at the Kalk Bay Community Centre, Kalk Bay.**

1. Registration

2. Welcome & Apologies

The Chairman Jim Russell welcomed all present, and especially Cllr Aimee Kuhl, Eddie Scott (CoCT) and Marion Thomas.

Apologies were received from: John Leftwich, Cynthia Eloff, David & Cheryl Rennie, Karena du Plessis, Alex Bassios, Carol Smith, Jane Smith, Mike Walker, Susanna Rasmussen, and George and Emma Dimopoulos.

3. Membership list status

The Chair reported that the company has 178 registered members. No resignations had been received and 3 new members had been registered.

4. Quorum to constitute the meeting

The meeting was quorate with 33 members present, and 18 proxies. (A quorum is 20% of the membership of 178 = 36.)

5. Approval of minutes of the AGM held on 24 October 2016

The Board had approved the Minutes on 5 December 2016 and they were therefore recommended for approval by the meeting.

Proposer: Eric Stephen. **Seconder:** Guy Parr

As no comments or objections were made the minutes were accordingly approved by a show of hands and were declared approved by the meeting.

6. Chairman's Report 2016 – 17

The Chair opened his comprehensive report by reminding the meeting of the SRA's mission: it is a non-profit company run by a Board of 8 unpaid elected volunteers drawn equally from Kalk Bay and St James. Its purpose is to provide 'top up' or supplementary services to those provided by the City in the fields of Public Safety, Cleansing, Environmental upgrade, and Social Development. Its sole purpose is to contribute to improving communal quality of life.

His Report covered: Management and corporate issues, Public safety, Cleansing services and Environmental upgrading, Social development, and Marketing / Communication. The full text of his report has been placed on the SRA's website.

Councillor Aimee Kuhl then made a brief address due to her need to leave the meeting prior to its completion:

Cllr Kuhl expressed her appreciation for what the SRA was doing for the local community. She had focused her efforts on three areas:

- **Safety & Security:** here she has been pushing a programme to train up voluntary law enforcement officers. This will still take time to reach fruition. She has also directed some of her Ward funding allocation to financing

patrollers who will be on duty till the end of the financial year, and it may be possible to deploy them elsewhere thereafter.

- Co-ordinating Forum: she has initiated this for the purpose of integrating the efforts of the 3 improvement districts and local RRAs.
- Lakeside Control Room: she has assisted in getting this equipped with necessary operating facilities.

Q: What is happening with the beach huts? **A:** Those at Muizenberg are in a poor condition and Coastal Management is not yet in control of them. The challenge is how to make them a valued community amenity. They could become part of the playpark there. At St James the situation is different because they are located close to the pool and more readily used. Gregg Oelofse will be presenting a management model to the sub-Council in November and decisions should flow from this. As a matter of interest it costs about R20,000 per year to maintain each bathing box. A public-private partnership could be the solution and Cllr AK, GO and Safer Together are considering a public participation approach in this regard.

Q: I [Sullivan O'Carroll] and Stuart Goulding are willing to paint out subway graffiti and the interiors of the bathing boxes. May we do this? **A:** The offer is appreciated but it should await the outcome of Gregg Oelofse's proposals.

Q: The toilets at St James and Dalebrook are closed at 4pm. Can't these hours be extended and can there not be more toilets? **A:** Cllr Kuhl will feed back to Gail Daniels on this matter.

Q: The Main Road is much improved but has become a speed track. Can the speed limit not be enforced with cameras etc? **A:** Cllr Kuhl has already taken this up with the Traffic Department and because it is a scenic route the placement of cameras requires some care from a visual point of view.

7. Noting of Audited Annual Financial Statements 2016 - 2017

The auditors AMF & Associates found that "the annual financial statements present fairly, in all material respects, the financial position of the Kalk Bay and St James SRA NPC as at 30 June 2017, and its financial performance and cash flows for the year then ended in accordance with International Financial Reporting Standard for Small and Medium-sized Entities and the requirements of the Companies Act 71 of 2008." AMF & Associates also found no material inconsistencies or misstatements between other information and the Annual Audited Financial Statements.

Proposer: Graham Durrant. **Seconder:** Sullivan O'Carroll.

8. Approval of Proposed Utilization of Accumulated Surplus

Eric Stephen explained that the SRA currently has cash on hand of R570,000, but of this about R260,000 has to be held as a permanent reserve to cover contingencies. Of the balance of the accumulated surplus of about R310,000 it is proposed to allocate and spend R230,200 on various projects as follows:

- 1. Operational projects:** a total of R159,000, consisting of: social development (R72,000), Security (R62,000), Cleaning (R15,000), and Marketing (R10,000).

2. Capital projects: R71,200 on the upgrade of four existing security cameras in Kalk Bay and the installation of two new cameras in St James and the linking of these cameras to the Mountain Men control room in Muizenberg and subsequently to the new City control room in Lakeside.

Proposer: Jim Russell. **Seconder:** Nigel Stokes.

With no objection being raised, the proposed utilization of the accumulated surplus funds was approved by a show of hands.

9. Approval of budget 2018 – 19

Eric Stephen also explained the proposed budget for 2018/2019

The operational budget of R1,602,273 is in line with the approved Business Plan and is a 7.63% increase on the 2016/2017 budget.

The main proposed adjustments to the budget are:

- Increases in Employee Related expenses (R29,415) and General Expenditure (R25,222)
- A small decrease of R11,618 in Core Business

Eric said that although the Core Business allocation decreases to 76.7% of the nominal budget, if the related costs of depreciation (R14,200) and maintenance of security cameras (R18,000) is included, the Core Business percentage rises to 78.7% of the total budget. Core Business remains our key priority, and the proposed total allocation to Core Business of 78.7% is effectively in line with the approved Business Plan of 78.9%.

Employee Related and General Expenditure costs are contained to 18.3% of the budget.

Proposer: Andy Paige **Seconder:** Kenneth McClarty

With no objection being raised the 2018/2019 Budget was approved by a show of hands.

Q: Hasn't the SRA been sitting on cash piling up instead of using it? **A:** As had been pointed out earlier, cash was being accumulated in order to appoint a Voluntary Law Enforcement Officer but this had not proven possible because the necessary Council pre-conditions had not been put in place. That money has subsequently been allocated to more cameras.

Q: How many informal car guards are there and why have two of them got the same number? **A:** There are 15 and that was a temporary situation during the change over from one set of bibs to another.

10. Approval of implementation plan 2018 - 2019

The plan is a performance-tracker for each portfolio. The plan had been placed on the website for inspection and comment. None had been received, and the plan was therefore taken as read.

Proposer: Derek Stuart-Findlay. **Seconder:** Joanne McGillvray

With no objection being raised the 2018/2019 Implementation Plan was approved by a show of hands.

11. Appointment of Auditors

Eric Stephen said that as AMF & Associates do a fine job on the finances, they have experience in auditing other SRAs and their fees are reasonable. It was recommended that they be re-appointed as auditors.

Proposer: Graham Durrant. **Secunder:** Andy Paige

With no objection being raised, the appointment of AMF & Associates as the company's auditors was approved by a show of hands

12. Ratification of Company Secretary

Eric Stephen has been the company secretary and was willing to continue in this role.

Proposer: Graham Durrant. **Secunder:** Delene Burman.

With no objection being raised, the meeting ratified Eric Stephen as Company Secretary.

13. Election of Directors

Derek Stuart-Findlay took the Chair and reminded the meeting that the Act requires one-third of the Directors to resign annually. Joanne McGillvray, Tony Trimmel, and Graham Durrant had resigned by rotation but were willing to stand for re-election. No nominations had been received before the meeting. Nominations from the floor were called for but there were none.

Consequently DS-F proposed that the existing Directors be re-elected en bloc and this was supported by all present.

However, the Chairman reminded everyone that the commitment of committee members was substantial, energy levels would inevitably decline, and that it was therefore essential for new members to step forward. And indeed Andrew Jones had volunteered to serve on the board.

14. General

Q: The Lakeside control centre is to be manned by volunteers. What is the state of play here? **A:** The Lakeside community is involved and auxiliary law enforcement officers are being trained and all of them will form the core there. But Kalk Bay – St James should also provide volunteers. The EPIC organization will play a key role in co-ordinating all the metro-wide law enforcement agencies.

Statement: Monitoring is a significant cost in this operation and the hope is that with a critical mass of NGOs and SRAs there will be sufficient numbers of monitors.

Q: Can cameras be mounted on the walkway? **A:** The difficulty is the length of the walkway, where to place them, how many, how to connect to electricity, how to secure them against theft, and how to keep them clean in a hostile setting. Lake Security have put a patroller on the walkway and the intention is to have it patrolled by at least two officers during daylight hours. Setting up a Whatsapp group to spread information could be promising. SAPS are not allowed to do this.

Q: Where do the perpetrators come from? **A:** SAPS don't know because no-one has been arrested. It is possible they may be brought in by vehicle and then picked up after the crime has been committed.

There being no further questions or comments the Chairman thanked all present for their attendance and closed the meeting.

The meeting ended at 21h35