

Minutes of the Annual General Meeting of the Kalk Bay and St James SRA NPC held at 20h00 on Monday 24 October 2016 at the Kalk Bay Community Centre, Kalk Bay.

1. Welcome & Apologies

The Chairman Jim Russell welcomed all present, and especially Cllr Aimee Kuhl, and George van Schalkwyk and Eddie Scott of the City Council, Melanie Burke of Street Smart, and Leon Halliday of Lake Security.

Apologies were received from: Peter and Jane Smith, Mervyn & Sharon Taub, Di Buchanan, Joek Zumpolle, Kate & Geoff Davies, Richard Shave, Andy Paige, Vincent Daniels, Judy Herbert, Joe Tyrrell, Louise Parr, Trish Ferguson, Judy and Julian Cooke, and Rachel Moore.

2. Quorum to constitute the meeting

The meeting was quorate with 35 members present. Three reminders of the AGM had been sent out and the turnout was therefore disappointing. At the Board meetings there had been an 89% turnout and the Chairman felt that the community should in fairness support the AGM more fully.

3. Approval of minutes of the AGM held on 9 November 2015

The Board had approved the Minutes on 18 January 2016 and they were therefore recommended to the meeting for approval as being a fair record of the previous AGM

Proposer: Eric Stephen **Seconder:** Steve Herbert

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

4. Chairman's Report 2015 – 16

The Chairman presented his report covering all aspects of the SRA's operations, including the Budget and the four main items of Security, Environment, Social Development and Cleansing.

The SRA is half-way through its 5-year cycle. It has the 7th lowest budget among all 35 approved SRAs and the contribution rate for residential property owners is the 5th lowest. The challenge has always been to provide meaningful SRA services on a very limited budget. The SRA has managed to do this and has made a significant contribution to preserving our quality of life, which is its sole purpose.

The Board met 11 times and its composition represents Kalk Bay and St James equally i.e. 4 for each area. Any resident is permitted to attend the first half hour of any Board meeting. Cllrs D'Alton and Kuhl attended most meetings and were thanked for their support, as was Gail Daniels, SRA manager. There are 176 members but this number could be higher and all property owners are encouraged to join the SRA.

4.1 Finance: The SRA again received an unqualified audit for the year ending 30 June 2016. A copy has been placed on our website.

About 95% of the budget had been spent as allocated and all core business and project items had been at least 90% spent. The SRA has also received a tax clearance certificate.

The SRA has been advised that R22,135 will be refunded from the accumulated retention account to cover bad debts.

This will increase accumulated funds on hand to about R488,000. The SRA is required to keep R225,000 of accumulated funds as a permanent reserve to cover contingencies, which means that about R263,000 is available for possible utilization in the remaining three years of the current business plan. It is proposed to use R165,000 of this in the 206/2017 and the 2017/2018 financial years as set out in the proposed budgets.

4.2 Public Safety: The basic strategy has always been based on foot patrols supplemented by limited number of security cameras, a focus on Social Development activities and a close working relationship with SAPS, Law Enforcement and SanParks.

This strategy was again reviewed and confirmed in March 2016 when the board decided not to acquire any security cameras. This was because experience and advice received was that unless an area is saturated with cameras that are constantly monitored the cost of cameras is not justified and they are of limited effectiveness.

Funds have instead been allocated to the funding of an Auxiliary Law Enforcement Officer, trained and employed by the City and the employment of extra security guards at hotspots (e.g. Carisbrooke and Behr Road).

The strategy of foot patrollers has been successful as evidenced by the fact that the average number of visits to 68 electronic recording points throughout the SRA has been about 7 times every 24 hours, almost double the contract number of 4 times every 24 hours. This has contributed to a decline in the number of crimes reported to Crimewatch compared to the years before patrols were started, but there had been an uptick in August and a long and difficult summer is expected.

There has been close collaboration with Bay Watch and improved support from SAPS (Muizenberg). The appointment of a local volunteer resident as an Auxiliary Law Enforcement Officer, uniformed, trained and equipped by the City with full powers of arrest, has been applied for. Body cameras are also under investigation for patrollers. Closer co-ordination with local business patrols like Chartfield is also taking place. The WhatsApp site for local residents to report suspected crimes is being reactivated.

SAPS has emphasized that unless crime is reported no response is possible from them.

An appeal was therefore again made for residents to report all incidents of crime to SAPS Muizenberg in order to ensure they have an accurate understanding of crime in our area. This will help to ensure that they prioritize the allocation of resources to our area.

4.3 Cleansing: Two local residents are involved in cleaning the side streets and a third has been employed to clean the rail corridor.

Council refuse collection has been poor and a new contractor has started operations. This will hopefully lead to an improvement of this Municipal service.

4.4 Environment: Many private initiatives contribute to the maintenance of local green spaces. Danger Beach Park is still in an unsatisfactory condition and a landscape plan will be forthcoming from a combined SRA – RRA initiative.

4.5 Social Development: Marion Thomas is the SRA social worker. She has successfully convinced the Council that closer co-operation with SRAs is essential. Street children: 4 of the 6 who used to be in Kalk Bay are now in the care of the Dept of Social Welfare.

Marion organized workshops on street children and four talks on substance abuse and holds a weekly clinic that has seen an increase in clients.

The SRA and the Muizenberg Improvement District have since August each employed a social field worker on a temporary basis. Their work is valuable because they have the confidence of many street people and have built up a data base of about 70 street people, about a third of whom frequent our SRA. This enables the social worker to engage relevant authorities for assistance.

4.6 Marketing and Communication: 58 communications were sent out by the SRA to 700 local homes during the last year. The log of communications received from residents shows that residents are generally happy with SRA performance.

5. Noting of audited financial statements 2015 – 16

The auditors AMF & Associates found that “the annual financial statements present fairly, in all material respects, the financial position of the KBStJ SRA as at 30 June 2016, and its financial performance and its cash flows for the year then ended.” AMF & Associates also found no material inconsistencies between Directors’ Report and the audited financial statements.

The financial statements were approved by the Board on 17 August 2016, and were duly noted by the meeting.

6. Ratification of Revised 2016 – 17 Budget

Eric Stephen explained the proposed budget and commented that the quality of corporate governance and internal controls is of a suitably high standard.

It was explained that following the Board’s decision not to acquire security cameras the saving of R87,000 resulting from the proposed removal of the line items for the acquisition and maintenance and depreciation of security cameras had been allocated to

increases in the budgets for Employee Related expenses (R26,000), Cleansing services (R25,000), Security services (R22,519), Social Upliftment (R5,000) and General Expenses (R8,881).

It was also proposed to allocate R80,481 of the available surplus funds to Operational Projects

Proposer: Kenneth McClarty **Seconder:** Tony Trimmel

With no objection being raised, the revised 2016/2017 budget was approved and ratified by a show of hands.

7. Approval of proposed 2017 – 18 Budget and Utilization of Surplus

Eric Stephen explained that the total operational budget of R1,488,571 is in line with the approved business plan and is a 7.63% increase on the 2016/2017 budget.

The main adjustments from the operational budget as contained in the business plan were increases to Employee Related Expenditure (R14,218) and General Expenditure (R36,601) and the removal of Operational Projects (R47,641). He explained that core business remains our key priority and remains at 78.1% of our budget, compared to 78.9% as shown in our business plan.

It is also proposed to allocate R85,000 from the accumulated surplus to various Operational Projects.

Q. Is cleansing increasing from R90,000 to R123,050. **A.** Yes. The background to the growth of this budget was explained. The activity was originally very under-funded and it has been necessary to increase this budget in order to provide the required level of service and to pay acceptable wages.

Q. Environmental Upgrading and Social Upliftment seem underweight. **A.** Public Safety is the priority core business as this was clearly indicated as the issue of major concern according to the original public questionnaire and resultant approved Business Plan.

Q. Why is it necessary to keep such a large Surplus as well as a Reserve when crime prevention is an urgent priority? **A.** The surplus was built up over time and it is proposed to utilize the available surplus over the remaining three years of this current business plan.

Proposer: Cheri Scholtz **Seconder:** Derek Stuart-Findlay

With no objection being raised, the proposed 2017/2018 budget and proposed utilization of surplus funds was approved by a show of hands.

8. Approval of Implementation Plan 2017/2018

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: Sullivan O’Carroll **Seconder:** Kenneth McClarty

With no objection being raised the 2017/2018 Implementation Plan was approved by a show of hands.

9. Appointment of Auditors

AMF charged R10,200 for their audit in 2016 (below budget) and estimate that their fee for 2017 will be about R11,000. This compares favourably with a City Council survey that indicates a fee of about R13,000 for an SRA of our size. AMF also have experience of auditing another SRA. For these reasons their appointment is recommended.

Proposed: Sullivan O’Carroll **Seconded:** Steve Herbert

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

10. Election of Directors

Steve Herbert chaired the meeting for the purpose of electing the board of directors. The Companies Act requires one-third of Directors to resign annually. Andy Paige, Kenneth McClarty and Eric Stephen had resigned but were re-available for election. All other members of the board had also confirmed their availability for election.

A request for any further nominations produced none.

It was therefore proposed that existing board be re-elected.

Proposed: Dawn Garish **Seconded:** Kay McCormick

The existing board members were re-elected to applause. However, the Chairman pointed out that the commitment of board members was substantial and that it was essential for new members to step forward.

11. General

Q. What do the patrollers wear? **A.** They wear the well-known blue uniforms with SRA and lighthouse logo attached.

Comment: the patrollers seem to spend a lot of time looking at the ground rather than being vigilant and observant. **A.** This is a frequent comment and observation. They are spoken to regularly about being too passive.

Comment. They may be concentrating too much on clocking in. **A.** This is fair comment and at the regular meetings this is pointed out and improvements will be required.

Q. What is the northern boundary because if Carisbrooke Flats are not included maybe they could be and this would increase membership? **A.** Carisbrooke Steps is the boundary and extension of the boundary is not permitted. Muizenberg Improvement District is considering linking to us.

Q. Who tidies up around the Shark Spotters on Boyes Drive because rubbish is being dropped on the other side of the ugly fence and it cannot be reached. **A.** This will be investigated.

Comment: Eric Stephen commended Chairman Jim Russell for the tremendous amount of work he does, and Bert Stafford also. **A.** The whole committee and Gail Daniels and Marion are hard-working and fully committed to the SRA too.

Q. Why were the side roads' rubbish not collected today **A.** There have been a number of meetings on this subject, most recently last Friday at which it was agreed that collection would start at Simon's Town and get here later at about 9 – 10 am, and Boyes Drive later on. So it is disappointing news that this has not happened and it will be investigated.

The meeting ended at 21h15