

**Minutes of the Annual General Meeting of the Kalk Bay St. James SRA NPC
held at 20h00 on Monday 26 November 2018
at the Kalk Bay Community Centre, Kalk Bay.**

1. Registration

2. Welcome & Apologies

The Chairman Jim Russell welcomed all present, including Cllr Aimee Kuhl, Cheri Scholtz (Petco), Marion Thomas (SRA social worker), and Eddie Scott (CoCT SRA manager).

Apologies were received from: Sue Flanagan, Judy and Steve Herbert, Derek and Pat Stuart-Findlay, Paddy Herbert, Liz Starke, Jane and Pete Smith, Zavick Botha, Rachel Moore, and Blanche Stephenson,

3. Membership list status

The Chair reported that the company has 184 registered members. Ten new members had been registered (AC & DL Jones, CM Hanley, F v Niekerk, K McClarty, SS & MH Willmott, JS Draper (x 4 properties), Human Family Trust, JM Vos & HG Lubberdink, JL & E Serfontein, and Mr and Mrs RL Fivelman.

4. Quorum to constitute the meeting

The meeting was quorate with 53 members present, and a number of proxies. (A quorum is 20% of the membership of 184 = 37)

The meeting endorsed enthusiastically the Chairman's congratulations and thanks to those community bodies that had taken the initiative earlier in the year to have the exterior of the Hall repainted. Funds were contributed by the RRA, KB Community Centre ManCom, and Adventure Kalk Bay.

5. Approval of minutes of the AGM held on 7 November 2017

The Board had approved the Minutes in November 2017 and they were therefore recommended for approval by the meeting.

Proposer: Altı Stephens **Secunder:** Sullivan O'Carroll

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 2017 – 18 (on the website)

Jim Russell reminded the meeting of the SRA's mission: it is a non-profit company run by a Board of 9 unpaid elected volunteers drawn equally from Kalk Bay and St James. Its purpose is to provide 'top up' or supplementary municipal services in the fields of Public Safety, Cleansing, Public spaces, and Social Development. Its sole purpose is to contribute to improving communal quality of life.

The SRA runs on a 5-year cycle and his Report covered the last 5 years of the SRA's core activities: Management and corporate issues, Public safety, Cleansing services, Environmental upgrading, Social development, and Marketing / Communication. The full text of his report has been placed on the SRA's website.

At the Chair's invitation Bert Stafford updated the meeting on the security camera system. There are 5 cameras in the village, 2 in St James, and there is a link in to the Majestic system's surveillance of public spaces, and they in turn have linked in to the SRA system. The technology is very new and everyone is learning. Other SRAs are seeking our advice because of local successes.

Q: Cameras cost about R10,000?

A: Today the SRA is using cameras costing R1,350 each plus WiFi back-up. So 2 cameras plus WiFi will cost about R6,000.

Statement: The RRA have volunteered R30,000 towards this project.

Social Uplift: Marion Thomas has built up a data-base of 80 individuals in various degrees of need. She is assisted by a field worker.

Councillor Aimee Kuhl thanked the SRA team for their efforts.

7. Noting of Audited Annual Financial Statements 2017 – 2018 (on the website)

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 2018, 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: Andy Paige **Seconder:** Ken McClarty

No comments or objections were raised and the Financial Statements 2017-2018 were therefore duly noted by the meeting.

8. Approval of the Five Year Business Plan 2019 – 2024 (on the website)

Jim Russell referred to the proposed new business plan that has been placed on the company's website for inspection and summarized its contents.

He said that the views of members and residents are captured and recorded in various ways from which it is clear that the majority of residents are satisfied with the quality of services currently provided by the SRA and are prepared to continue to pay additional SRA rates. Also, the issues of public safety, litter and cleanliness, maintenance of public spaces social issues remain the most important for the community. It was clear the priorities should remain the same as before and the new business plan was constructed on this basis. The largest proportion remains on Security.

Regarding the proposed new 5 year budget, Jim explained that since inception the SRA has always had one of the lowest budgets of all 41 approved SRAs in Cape Town and it has always been a challenge to provide decent services on such a small budget.

The board is reluctant to propose any significant increase in the budget, particularly in these difficult financial times, but is of the view that a significant increase is necessary to enable the SRA to continue to provide services of meaningful quality. A budget increase for

2019/2020 of 16.6% is therefore proposed, increasing by an inflation linked amount of about 7.5% annually thereafter. Even after this increase our SRA will continue to have one of the smallest budgets and lowest contribution rates of all SRAs

Proposer: Shaun McDermott

Secunder: Dave Clegg

Resolved: No comments or objections were made. The meeting resolved to approve the 2019-2024 Business Plan by a majority show of hands.

9. Approval of budget 2019 – 20

Andy Paige explained the proposed budget for 2019 / 2020.

The operational budget of R R1,868,294 is in line with the approved Business Plan and is a 16,6% increase on the 2017 / 2018 budget. Expenditure is allocated to the following:

Employee Related: 13,4%, Core Business: 75,9%, Depreciation, Repairs, Maintenance: 2,2%, General expenses: 5,5%, and provision for Bad Debts 3,0%.

Andy pointed out that this proposed budget maintains core SRA policy to contain overheads as much as possible and to allocate at least 75% of the budget to Core Business activities.

The implications for ratepayers are that the average increase for residential properties will be 7.9% and non-residential 9.5%. In respect of a residential property valued at R3.7 million (which is the average value in our SRA) the monthly increase will be about R16 per month and in respect of a non-residential property valued at the average valuation of R3.3 million, the monthly increase will be about R53 per month.

Q: How does the 16.6% equate to the above quoted increases?

A: Eddie Scott of the City explained that there is no direct correlation between the percentage of budget increase and the actual percentage increased amount payable as SRA rates. This is because of variations in valuations and other factors taken into account in allocating the budget to the amounts payable by ratepayers.

Proposer: Alti Stephens

Secunder: Glenda Nel

Resolved: No objections were made and the meeting resolved to approve the 2019-2020 Budget by a majority show of hands.

10. Approval of Implementation Plan 2019 - 2020

The plan is a performance-tracker for each of the 6 portfolios: SRA Management & Marketing, Public Safety, Cleanliness, Public Spaces, and Social Development. 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: Ken McClarty

Secunder: Michael Heuermann

Resolved: No comments or objections were made and the meeting resolved to approve the 2019-2020 Implementation Plan by a majority show of hands.

11. Approval of utilization of accumulated surplus 2018 – 2019

Andy Paige explained that the accumulated surplus amounts to R118,00.00 which it is proposed should be spent on the following projects: Social development R55,000 (46%) takes the largest amount, Marketing / signage R10,000 (8%) (eg this is a camera surveillance area),

Public Safety (camera training, hotspot patrols) R30,000 (25%), Petco Harbour beach cleaning R13,100 (11%), and Public safety (donation to Baywatch) R9,900. (8%).

Proposer: Cheri Scholtz **Secunder:** Tony Trimmel

Resolved: No comments or objections were made and the meeting resolved to approve the proposed utilization of accumulated surplus by a majority show of hands.

12. Appointment of Auditors

Jim Russell emphasized that AMF & Associates have consistently prepared the annual financial statements quickly and professionally. They have experience in auditing other SRAs and their fees are reasonable (below budgeted amount). It was recommended that they be re-appointed as auditors.

Q: Should there not be other quotes for the job.

A: Yes, and this will be done next year.

Proposer: Andy Paige **Secunder:** Eric Stephens

Resolved: No objections were made and the meeting resolved to approve the re-appointment of AMF & Associates as the company's auditors by a majority show of hands.

13. Ratification of Company Secretary

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

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

14. Election of Directors

Sullivan O'Carroll took the Chair and reminded the meeting that the Act requires one-third of the Directors to resign annually. There are 9 directors and they must be elected at a duly constituted meeting. Three had resigned by rotation (Jim Russell, Bert Stafford, Andy Jones) 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.

Sullivan proposed that the committee be re-elected en bloc and this was supported by a show of hands.

15. General

Q: Does the SRA give financial support to the Business Association?

A: The answer is No because constitutionally it may not do so and anyway does not have the funds to do so. During 2017 the SRA joined the Business Association on a Public Safety initiative, funded mainly by the SRA, which helped the BA to start up and get on its feet. The SRA works closely with the BA and wants it to succeed.

Statement: Sullivan O'Carroll pointed out that in any event the business community benefits from the SRA Core Business expenditures and activities.

Q: Why are the beach bins not there and not cleaned?

A: Many types of bins have been tried but without much success. There is an SRA programme to clean Harbour beach from Friday – Monday and this will be stepped up during the Xmas season. Harbour beach is not under CoCT control and the SRA is taking the matter

into their own hands. But CoCT does assist during the season to remove refuse bags collected on the beach.

Q: Was the recent clean up organized by the SRA.

A: No – Petco and others have been doing this as well.

Statement: Metrorail have organized cleanups along the rail reserve.

Statement: Changed consumer behaviour is essential and inputs from CoCT, SRA, Metrorail etc are making a difference.

Statement: Certain business properties on public land (Prasa and Metrorail) are non-contributors to the SRA.

Alti Stephens praised on Bert Stafford and Jim Russell for their enormous contributions to the SRA and this was endorsed by the meeting.

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

The meeting ended at 21h40