

**Minutes of the Annual General Meeting of the Kalk Bay St. James SRA NPC
held at 20h00 on Monday 25 November 2019
at the Kalk Bay Community Centre, Kalk Bay.**

1. Registration

2. Welcome & Apologies

The Chairman Jim Russell welcomed all present, including Cllr Aimee Kuhl, Capt Knapp (Mzbg SAPS), Eddie Scott (CoCT), Jo Adams (KBBA), Tony Trimmel (RRA Chair), Harbour Master Shafiek Ebrahim

Apologies were received from: Susan Rumsey, Ian Travers-Phillips, Mervyn Taub, Rachel Moore, Olga Human, Adrienne Silva, Louise Parr, Judy Herbert, Joan McDermott, Yvonne Viljoen, P I Mkwasi (L/E), Mrs I Gomez, Allison Rosslind, George and Marianthi Mandalios.

3. Membership list status

The Chair reported that the company has 182 registered members. No resignations had been received, and 2 new members had been registered

4. Quorum to constitute the meeting

The meeting was quorate with 67 or more members present, and a number of proxies. (A quorum is 20% of the membership of 182 = 36.)

5. Approval of minutes of the AGM held on 26 November 2018

The Board had approved the Minutes in January 2019 and they were therefore recommended for approval by the meeting.

Proposer: Eric Stephen **Seconder:** Joanne McGilvray

The minutes were approved by a show of hands.

6. Chairman's Report 2018 – 19 (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 services to those provided by the City in the fields of Public Safety, Cleansing, Public spaces, and Social Development. Its sole purpose is to contribute to preserving our communal quality of life.

His Report covered 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.

Councillor Aimee Kuhl thanked the SRA team for their efforts.

7. Noting of Audited Annual Financial Statements 2018 – 2019 (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 2019, 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 **Secunder:** Andrew Jones

The statements were duly noted by the meeting by a show of hands.

8. Approval of budget 2020 – 21

Eric Stephen explained the proposed budget for 2020 / 2021, which had been placed on the SRA's website for inspection.

The operational budget of R2,073,275.00 is in line with the approved Business Plan and is a 6-7% increase on the 2018 / 2019 budget. Expenditure is allocated to the following: Employees R267,917.00 (12.9%)%, Core Business R1,516,725.00 (73.2%), Depreciation R47,865.00 (2.3%), Repairs & Maintenance R24,608 (1.2%), General expenses R110,312.00 (5.3%)%, Projects R35,000.00 (1.7%), Capital items R10,000.00 (0.5%) and Bad debts R60,848.00 (2.9%).

Q: Would it not be an idea to show current year's budget in comparison with previous years.

A: There is a 5-year business plan which details what is to be spent each year and the intention is that this be spent, and it is.

Q: What is the revenue budget based on? All our rates have gone up so SRA revenue should have gone up.

A: Each annual budget, including annual increase, is in line with the 5 year Business Plan and budget approved by our members. The SRA additional rate therefore does not move in lockstep with the general Municipal property rates increases.

Proposer: Sullivan O'Carroll **Secunder:** Derek Stuart-Findlay

No other comments or objections were made and the 2020-21 budget was approved by a show of hands.

9. Approval of implementation plan 2020 – 2021

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.

Proposer: Rose Durrant **Secunder:** Joanne McGilvray

The 2020-21 Implementation Plan was approved by a show of hands.

10. Approval of utilization of accumulated surplus 2019 – 2020

Eric Stephen explained that as at the end of October the SRA's total reserves amounted to R675,000, after a welcome refund from the City in September of R224,000 from the reserve to cover bad debts. Of the amount of R675,000 we are obliged to maintain an obligatory reserve of R360,000, leaving R315,000 available to be allocated and spent on various projects. The board proposes that not more than about two thirds of this available amount be allocated to projects during 2019/2020. It is therefore proposed that R213,000.00 of the surplus be allocated as follows: R113,000 (53.1%) on various Projects and R100,000 (46.9%) on Capital items. The major allocation is for the acquisition and operation of additional security cameras.

Projects: Social development R20,000.00; Marketing / signage R10,000.00; Public Safety (camera training, hotspot patrols) R30,000.00, Petco Harbour beach cleaning R13,100.00; Cleansing (ad hoc projects) R15,000.00; and Environmental upgrade (DBP and others) R25,000.00.

Capital items: Office furniture: R5,000.00; office equipment R5,000.00; cameras, monitoring & equipment: R90,000.00.

Proposer: Shaun McDermott **Seconder:** Kenneth McClarty

The proposal was approved by a show of hands.

11. Approval of utilization of accumulated surplus 2020 – 2021 (on the website)

The accumulated surplus amounts to R45,000.00 of which it is proposed R35,000.00 be spent on Projects and R10,000.00 on Capital items.

Projects: Social development R10,000.00; Public safety R15,000.00; Environmental upgrade (DBP and others) 10,000.00.

Capital items: cameras, monitors etc. RR10,000.00.

Proposer: Shaun McDermott **Seconder:** Kenneth McClarty

No comments or objections were made and the proposal was approved by a show of hands.

12. Appointment of Auditors

Frans Oescher of AMF & Associates has been the auditor for 5 years. The Companies Act restricts the appointment of an individual person as auditor to a maximum of 5 consecutive years. It is therefore necessary to appoint a new individual as auditor. The board has obtained fee proposals from three firms of auditors. The proposal of R12,300 received from AMF & Associates is the lowest received and is below the benchmark of about R13,500 under a survey conducted by the City.

It is therefore recommended that Mark van Litsenborgh of AMF be appointed auditor of the Company.

Proposer Andy Paige. Seconder: Bert Stafford

The appointment was approved by a show of hands.

13. Ratification of Company Secretary

Eric Stephen has been the Company Secretary and was willing to continue in this role.

Proposer: Graham Durrant **Seconder:** Steve Herbert.

The proposal was approved by a show of hands.

14. Election of Directors

Derek Stuart – Findlay took the Chair and reminded the meeting that the Companies 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 (Eric Stephen, Joanne McGilvray, Tony Trimmel) 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.

By a show of hands the committee was re-elected en bloc.

Jim Russell thanked the whole board for standing again.

15. Statements by invited guests

Cllr Kuhl: a successful meeting has taken place among all the local law enforcement agencies. She thanked everyone from the local community who had contributed to the work in the area and the proof of their combined efforts showed in the good condition of the area.

Capt Knapp: SAPS has built partnerships with all local actors which have assisted greatly in fighting crime. It's a bigger task than just SAPS. Col Naidoo is fully involved and very practical and with over 30 years of service. Two shifts of 4 men have been organized focusing on Kalk Bay and Muizenberg who move about on quad bikes. A busy holiday season is expected. There is also liaison with the Traffic Dept. SAPS knows what to do and how to do it. There is going to be a focus on alcohol abuse on public spaces and dangerous driving.

Shafiek Ebrahim the Harbour Master affirmed that his staff were on top of things and that car access to the breakwater would be prevented by the chain, making it safe for pedestrians.

16. General

Q: There is a lot of pollution / waste on the breakwater – fish, bait, plastic. Can this not be cleaned up?

A: There is a plan to place bins there but they get thrown in the water. During the day litter is picked up but after hours it isn't.

Q: Speed cameras have been requested along Main Road for years and years, but to no avail.

A: This has not been forgotten and something is being prepared.

Statement: There has to be behaviour change regarding litter and driving habits. And also alcohol on the beaches. So the City is doing an educational campaign in all public spaces.

Statement: Public behaviour has improved over recent years. Compared to many overseas cities we have less cause to complain about litter than we believe.

Statement: The CoCT has a responsibility to deal with speeding.

A: a meeting was held on the matter and Andrew Wheeldon forwarded a list of actions the City must do but two months have passed with no response.

A: Cllr Kuhl is forwarding the matter to responsible departments and officials and demanding a meeting.

Q: Who is responsible for cutting trees on both side of Boyes Drive?

A: Cllr Kuhl asked that a pic be emailed to her showing the trees in question requiring attention.

Q: When are the St James beach huts to be restored or demolished.

A: CoCT Heritage will not allow them to be demolished so Parks and Recreation has to maintain them. David Curren is the responsible official. The problem is that they are underutilized, not revenue-generating, and also vandalized.

A: The SRA sent a formal request to the Sub-Council for a firm commitment on the matter.

Statement: Eric Stephen proposed a round of applause for Jim Russell for all his work during the year.

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

The meeting ended at 21h35.