

“Keep the Dream” 307 NPO (trading as ZVPSRA)
ZEEKOEVLEI PENINSULA SPECIAL RATING AREA

MINUTES of the

10TH ANNUAL GENERAL MEETING OF MEMBERS, 17th November 2020

1. Registration (Covid-19 procedures in place)

Members signed off against membership list at front door; forms were provided for Covid details and change of contact details; non-members also signed in.

2. Welcome & Apologies: Chair Jenny Day

Welcome to members and CoCT Representative Mr Runan Roussouw

Apologies from Rod and Clare Gardner, Helen and Rick Nankin, Vanessa Farr, Joan Mallinson, Michael Collier, Gill Jordan

3. Membership

The SRA has 50 members in total

No resignations have been recorded

New members: Lorna Jordan, Barbara Rickard

Quorum (20% of members) was met (20 members were present)

4. Minutes of the Previous AGM (November 2019)

4.1 No corrections were noted; minutes were approved by the meeting, Proposer Piet Groenhof, Seconder Graeme Cann

4.2 Matters Arising

- New road to WWTW: Stew Penney explained that the local Strandfontein wastewater treatment works (WWTW) will be one of three WW hubs for the City, estimated to be completed in 2025 (or later: one of the tenders is being reissued). If the road comes from the east (now the likeliest route) it will have the least impact on our area. An EIA and public participation process will follow.
- Erf 259: no movement
- Membership details updated; attendees asked to advise new residents to provide the Committee with contact details.

5. Chairman's Report (Jenny Day)

5.1 Public Safety and Traffic (Graeme Cann)

History: 10 incidents in 2020 (3 burglaries/attempted burglaries)

13 incidents in 2019 (1 burglary)

8 incidents in 2018 (1 burglary)

30 incidents in 2017

The greatest number of recorded incidents was 67 in 2016.

5.2 Traffic and speeding (Graeme Cann)

Speeding is a perpetual problem, although long-term residents say it is better these days than it has been in the past. Residents were urged not to wave down speeders – we are not police, we do not have the authority to do so, and it may be dangerous.

Rubberised speed humps are costly at R1,800 per metre, therefore a total cost of about R20 000 for two sets, including warning signs (and permission is needed from CoCT).

Dagny Warmerdam informed the meeting that she has made contact with the City and our councillor, Gerry Gordan, who informed her that budget for three speed humps was approved 18 months ago. The speed bumps may be in place as early as January 2021.

5.3 Cleanliness & Maintenance (Helen Higson)

Our area is mostly neat and tidy but still some dumping of garden refuse and builders' rubble on sidewalks; if SRA has to remove this, it costs us money.

The closest City rubbish dump and recycling centre is on 10th Avenue, Retreat (takes all waste).

Citizens can report e.g. street lights out, green bins that need emptying, bushes and trees that need cutting, potholes, dumping, grass that needs cutting, etc. at https://eservices1.capetown.gov.za/coct/wapl/zsreq_app/index.html

5.4 Environment (Dalton Gibbs)

It is intended that Leopard Toad underpasses will be installed in Jan/Feb 2021 – the first of their kind in South Africa; two are planned; sections of Peninsula Road will be dug up temporarily to install.

The SRA contributes funds to shoreline maintenance (reed removal)

ZVPSRA represented by Jenny Day on the Protected Areas Advisory Committee (PAAC) for the False Bay Nature Reserve. Issues recently addressed include the sewage spill, removal of eland, and the Cape Flats aquifer monitoring programme.

Our SRA works closely with the Friends of Zeekoevlei and Rondevlei (FoZR): we commend Sidney Jacobs (Chair) and Tom Schwerdtfeger in particular for their commitment to the Zeekoevlei and Rondevlei environment.

5.5 Social improvement

Fortunately, we face few of the social problems experienced by other CIDs (e.g. providing assistance to street people)

There was no camps for children this year (Covid). Instead funds were donated to CTEET (Cape Town Environmental Education Centre), which orks locally and has a strong commitment to social improvement, particularly of school children in the area.

We welcome suggestions for future programmes that we could fund with the very limited financial resources we have set aside for this purpose.

5.6 Communication (Helen Lockhart)

Members and residents are kept informed of events in our area, including issues beyond SRA matters, by means of a quarterly newsletter.

A new development is the production of a Monthly News Brief, which deals mostly with SRA business.

Past newsletters, as well as information about security incidents, minutes of monthly meetings, etc. can be viewed on the ZVPSRA website:

www.zvswatch.org.za

6. Finances (Andy Plew-Chisholm)

Several relevant documents are appended at the end of these Minutes.

6.1 Proposed Budget 2021/22

5-Year plan approved at last year's AGM included an increase in levy of 7.8%.

Various saving have been achieved, reducing the increase in expenditure to 4.4%. In turn this has reduced the increase in levy to 4.1%. Savings occurred mainly from reduction in security costs, accounting fees and insurance costs.

The business plan budgets R9300 for Environmental and Societal costs.

Depreciation has increased by R425 but does not affect our cashflow.

A small increase in subsidy comes from surplus funds --- rounded off to R21 000

Bad Debts are less than the retention fund and so we are expecting a small refund.

This has not been confirmed by the City so cannot be taken into account for the Cash-Flow calculation. 3% of funds are retained by the City and paid out to the CID if our bad rate payers are nominal.

As at 30th June 2020 our reserves increased to R257 018.

Income statement and budget details are immediately below.

Detailed Income Statement			
	Note(s)	2020 R	2019 R
Revenue			
Services rendered		543,656	503,122
Other income			
Donations received		1,320	11,040
Interest received	9	7,536	8,208
Retention refunds		-	12,982
		8,856	32,230
Operating expenses			
AGM advertising		2,973	2,585
Annual duty		100	100
Bank charges		2,685	1,612
Cleaning		3,000	-
Depreciation		8,251	688
IT expenses		2,393	2,393
Insurance		3,899	3,758
Security		501,839	477,587
Social responsibility expenses		5,409	2,000
		530,549	490,723
Profit for the year		21,963	44,629

BUDGET vrs ACTUAL 2019/20

Expendature	Budget	Actual	Variance
	R	R	R
Core Business	539050	504839	34211
Pro_Sec	536050	501839	34211
Cleaning	3000	3000	0
General Expendature	21940	12050	9890
Accounting	9000	0	9000
Advertising	2940	2973	-33
Bank	1735	2685	-950
Computer	2797	2393	404
Sundry	900	0	900
Insurance	4468	3899	569
Dues	100	100	0
Social & Enviroment	8000	5409	2591
Enviromental	6000	4469	1531
Social	2000	940	1060
Depreciation	9000	8251	749
Total Expendature	577990	530549	47441
Income			
Levy - less bad debt prov	-543656	-543656	0
Surplus Subsidy	0	0	0
Donations		-1320	-1320
Interest		-7536	-7536
Total Income	-543656	-552512	-8856
Shortfall from Surplus Fun	-34334		
Profit to Surplus Funds		21963	

Statement of Financial Position as at 30 June 2020

	Note(s)	2020 R	2019 R
Assets			
Non-Current Assets			
Property, plant and equipment	2	32,318	40,569
Current Assets			
Trade and other receivables	3	6,493	1,845
Cash and cash equivalents	4	257,018	229,397
		263,511	231,242
Total Assets		295,829	271,811
Equity and Liabilities			
Equity			
Retained income		291,360	269,397
Liabilities			
Current Liabilities			
Trade and other payables	5	4,469	2,414
Total Equity and Liabilities		295,829	271,811

Cash Reserves & Proposed Subsidy of Costs

Actual Closing bank balance at June 2020	R 257,018
2020/21 Subsidy of Costs from surplus funds	R -21,000
Income from retention monies	R 0
Add back depreciation	R 8,251
Expected Bank Close June 2021	R 244,269
Cover of 2 months total costs of 2020/21 budget	R 107,845

Note: Additional banking charges are due to increased secure workflow and additional profiles for authorisation of payments.

- 6.2 The Budget for 2021/2022 was approved.
Proposer Susanne Karcher, seconder Piet Groenhof

ZEEKOEVLEI PENINSULA SPECIAL RATING AREA
2021/22
PROPOSED BUDGET

	As per Business Plan		Proposed Budget		Variance	
	R		R		R	
INCOME						
Income from add. Rates	-648,292	96.9%	-626,068	96.8%	22,224	101.8%
Other: Accumulated Surplus	-20,601	3.1%	-21,000	3.2%	-399	-1.8%
TOTAL INCOME	-668,893	100.0%	-647,068	100.0%	21,825	100.0%
EXPENDITURE						
Core Business	604,753	90.4%	586,333	90.6%	-18,420	-2.8%
Cleansing services	3,499		3,200		-299	
Environmental upgrading	6,998		7,000		2	
Law Enforcement Officers / Traffic Wardens	-		-		-	
Public Safety	591,923		573,833		-18,090	
Public Safety - CCTV monitoring	-		-		-	
Public Safety - CCTV - Leasing of cameras	-		-		-	
Social upliftment	2,333		2,300		-33	
Urban Maintenance	-		-		-	
Depreciation	7,826	1.2%	8,251	1.3%	425	0.1%
Repairs & Maintenance	-	0.0%	-	0.0%	-	0.0%
Interest & Redemption	-	0.0%	-	0.0%	-	0.0%
General Expenditure	36,865	5.5%	33,702	5.2%	-3,163	-0.5%
Accounting fees	19,440		18,000		-1,440	
Advertising costs	3,429		3,429		-	
Bank charges	2,024		2,476		452	
Computer expenses	3,262		2,791		-471	
Contingency / Sundry	1,058		1,000		-58	
Insurance	7,544		5,898		-1,646	
Secretarial duties	108		108		-	
Bad Debt Provision 3%	19,449	2.9%	18,782	2.9%	-667	-0.1%
TOTAL EXPENDITURE	668,893	100.0%	647,068	100.0%	-21,825	-3.3%

7. The Implementation Plan for 2021/2022 was approved.
Proposer Graeme Cann, seconder Jacqui Mulholland

8. Appointment of the Registered Auditor was approved.
Cecil Kilpin & Co. will continue to be our auditors, providing their services *pro-bono*.
Proposer Theo Stock, seconder Dagny Warmerdam

9. Confirmation of the Company Secretary was approved.
Cecil Kilpin & Co. will continue as Company Secretary, providing their services *pro-bono* as before.
Proposer Dagny Warmerdam, seconder Liz Day

10. Election of Board Members
Per the requirements of the Memorandum of Incorporation, Stew Penny and Andy Plew-Chisholm have resigned as directors but have indicated their willingness to stand for re-election.

John Day and Jenny Day remain as directors (second year of 3-year term).

The board has proposed Graeme Cann as a Director

There are no other nominations

- The re-election of Andy Plew-Chisholm & Stew Penney was approved
Proposer Helen Higson, seconder Susanne Karcher
- The election of Graeme Cann was approved
Proposer Dagny Warmerdam, seconder Helen Higson

11. General

Thanks were voted to the Committee for the “don’t speed” signs: Helen Lockhart drove this initiative, while Julie Farquhar’s business [Ink Design] provided the design work *pro-bono*.

12. Thanks and Acknowledgments to

- Pro-Sec and the Guards
- Residents and members
- Committee and fellow directors, who give freely of their time at no cost to the SRA:
Directors: Andy Plew-Chisholm, Stew Penney, John Day and Jenny Day
Committee Members:
Security: Graeme Cann
Maintenance, cleansing: Helen Higson
Environmental: Dalton Gibbs
Minutes: Lee Watson
Communications: Helen Lockhart
Liaison: Susanne Karcher
Finances: Andy Plew-Chisholm
- Special thanks go to Waterford Mews Secretarial Services, who charged no accounting fees for 2019/20
- Council Representatives Runan Roussouw, Eddie Scott and Joepie Joubert
- Zeekoevlei Yacht Club

13. Adjournment

Due to COVID regulations, tea and refreshments could not be provided.