

HERMANUS PUBLIC PROTECTION (HPP)  
The HPP NPC is the Management Body of the Hermanus Special Rating Area (HSRA)  
Non-Profit Company (NPC) | Registration Number 1999/015007/08  
Website: [www.hpp.org.za](http://www.hpp.org.za) Email: [info@hpp.org.za](mailto:info@hpp.org.za) Mail: P.O Box 1599, Hermanus 7200

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## Minutes of a Special General Meeting (SGM) of the Hermanus Public Protection held virtually via the Zoom platform, on Tuesday, 26 January 2021 at 17H00.

### Attendance

The required notice had been given and meeting was duly constituted in terms of the Financial Agreement Company's MOI (20% of the Members to be in attendance or by proxy).

### Quorum

- Membership total: 150
- Required (20%): 30
- Members in attendance 18
- Proxies received 25

### 1. Welcome

Mr Errol van Staden, as chairperson, welcomed all attendees.

### 2. Apologies

Apologies were received from Clinton Lerm, Barry van Vuren, Bernard Fick and Philip-Ben Kotze.

### 3. Confirmation of Agenda

The circulated agenda was accepted and confirmed. Proposed by Mr A Hartman and seconded by Mr J Tunstall.

Mr A du Toit registered his disagreement to the Agenda, based on member submission dated 24 January 2021.

### 4. Approval of Annual Budget and Implementation Plan

Mr T Louw presented the budget and implementation plan for the Financial year 2021 / 2022.

Budget Term: This budget is for the financial year 21/22, which is from 1 July 2021.

Annual Adjustments: COVID-19 will undoubtedly have an influence on the ratepayers' payment. Settled on only 3,5 % increase on levies and non-payment level of 10%.

Approach for 21/22 Budget: Decided not to proportionately reduce the original expenditure budget (part of the original 5-year plan). Due to the following:

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- Accumulated surplus, in the order of R3m at end of January 2021.
- Strategy to boost CCTV surveillance capacity and replace old outdated infrastructure.
- Increased contribution towards a clean and healthy environment.

Financial Outcome: HPP Financial Agreement requires a retained balance equal to 2 months' levies.

Proposed 21/22 budget achieves that + an additional surplus of R663k.

Implementation Plan: The 21/22 Budget must be read in conjunction with the Implementation Plan.

### HPP NPC Budget for 21/22

As on: 15 January 2021

Financial year 21/22 is from 1 July 2021 to 30 June 2022

Income	Base as on 1 July 2019	R	8,300,000	
	Annual Rate increase			3.5%
	Adjusted for 21/22	R	8,590,500	
	Less: Retention			10%
	Levies paid to HSRA during 21/22	R	7,731,450	
	Estimated Balance at 1 July 2021	R	2,500,000	
Expenditure	Expenditure for 21/22 as per Schedule A	<b>R</b>	<b>8,279,049</b>	
Balance at YE	Bank Balance at 30 June 2022	R	1,952,401	
	Less: Required Retained balance	R	1,288,575	
	Surplus at 30 June 2022	R	663,826	<b>All excluding VAT</b>

### Budget Detail for 21/22: Schedule A

	Original 21/22 Budget	Revised 21/22 Budget	Variance
SRA Management	R 279,575	R 360,000	-R 80,425
General Administration	R 107,610	R 77,800	R 29,810
Toilet Facilities	R 52,750	R 50,000	R 2,750
Communications	R 137,150	R 100,000	R 37,150
CCTV Maintenance & IT	R 319,665	R 324,000	-R 4,335
<b>Subtotal A VAT Excl</b>	<b>R 896,750</b>	<b>R 911,800</b>	<b>-R 15,050</b>
<b>Public safety and Crime Prevention</b>	<b>R 7,543,250</b>		
FADT		R 6,489,465	
CCTV New Infrastructure		R 450,000	R 603,785
<b>Clean Environment</b>	<b>R 316,500</b>		
Litter control initiative		R 50,000	
Iphupha		R 377,784	-R 111,284
<b>Subtotal B VAT Excl</b>	<b>R 7,859,750</b>	<b>R 7,367,249</b>	<b>R 492,501</b>
<b>Total Budget VAT Excl</b>	<b>R 8,756,500</b>	<b>R 8,279,049</b>	<b>R 477,451</b>

**Ordinary Resolution number one: approved by majority.**

**"IT WAS RESOLVED THAT** the annual Budget and Implementation Plan for the Financial Year 2021 / 2022 as presented be approved".

Proposed by Mr J Tunstall and seconded by Mr R Wilding.

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### 5. Questions and Answers

- R. Wilding queried reason for the cost variance in respect of SRA Management. The chair explained that the FA stipulated the appointment of an Executive Officer, the cost of which was not taken into account at the time of budget compilation by the HSRA Steering Committee.
- R. Wilding raised a question about scope of work over and above safety and crime prevention. Chair clarified that cleansing has always been part of service and strategic development initiatives will not incur costs to HPP and will notify members of initiatives undertaken in newsletters.
- K. Brice requested that the Cliff Path toilets are relocated, and colour is more in keeping with environment. Mr Louw pointed out that the positions had been approved during an earlier process a few years ago. The issue will be addressed accordingly.
- P. Redford and R. Stanway raised the issue of vagrancy. Chairperson commented that vagrancy is a Law Enforcement issue, HPP supports Law Enforcement where applicable. Mr T Louw further responded that HPP must play a more influential role in the betterment of Hermanus as a town and intend to play a more strategic role through the CPF, PPP and other organisations.
- R. Stanway raised the issue of reinvigorating the Community Policing Forum as a central forum for coordination. He further added that cleanliness along the section between Marine Hotel and Swallow Park should be included in the top-up cleaning services of the HPP. Mr van Staden will raise the issue of litter collection on the Cliff Path (between Marine and Swallow Park) as well as the management of vagrants with the Overstrand Municipality and would attempt to find a way forward.
- Member submission: A. du Toit refers to submission dated 24 January 2021. Reiterates that he does not support the Budget or Implementation Plan. Board will engage directly with Mr du Toit.
- J. Tunstall requested an explanation regarding VAT. Mr Louw stated that VAT is added to the invoice to the Overstrand Municipality and Output VAT is claimed accordingly. Although VAT is not included in the Budget it has been accounted for in the detailed estimate for the financial year.
- B. Wridgway requested an update on the integration of the camera network with the Overstrand Municipality. Mr van Staden stated that the HPP is located within the Overstrand Municipality Incident Command Centre. HPP cooperate with Law Enforcement and SAPs when required. Efforts are being made to integrate the CCTV network; however, the Overstrand Municipality has only recently commenced their programme.

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- P. Redford asked if a Tax Directive has been provided by SARS. Mr Niemand responded that HPP is registered for VAT. Under the new SRA by-law and policy, the HSRA must add VAT to the invoice to the Overstrand Municipality. Mr Louw further stated that tax advice was sought by Overstrand Municipality to ensure due process was followed in terms of VAT.
- The Chairperson thanked all for attendees.
- There being no further business to discuss, the SGM was called to a close at 17H56.

*A recording of the virtual SGM is available on request. Email [info@hpp.org.za](mailto:info@hpp.org.za)*