

HERMANUS PUBLIC PROTECTION (HPP)
 Non-Profit Company (NPC) | Registration Number 1999/015007/08
 Website: <https://hpp.org.za> P.O. Box 1599, Hermanus, 7200

Minutes of HPP NPC Board Meeting
 Held at FADT Boardroom, Hermanus, at 14:00 on Monday, 10 July 2023

AGENDA

1. Welcome & Apologies

The Chairperson, Jerry van Niekerk welcomed all attendees.

In attendance were Jerry van Niekerk, Ann Wright, Fransien Koegelenberg, Leon Rauch, Gerrie van der Westhuizen, Clinton Lerm and Marcia Bown.

Apologies were received from Ronald Nutt.

2. Approval of Minutes of Previous Meeting (held on 28 March 2023)

Minutes of the previous meeting were approved. Proposed by Mr Rauch and seconded by Mrs Koegelenberg.

Board Meeting Minutes will be made available on the HPP website.

3. Matters Arising from Previous Minutes

Matter	Update
Women's Safety Event	Project Manager to be appointed to oversee event. - Identify date for event. Preference for Saturday. - Identify venue. - Identify trainer.
Contingency Plan	- Plan drafted. - Plan to be shared with board for review. - Plan to be submitted to Disaster Management for review and inclusion in OM plans.

Directors

GD van Niekerk (Chair) | F Koegelenberg | LA Rauch | G van der Westhuizen | AE Wright

4. Ratification of Round Robin Resolution dated 22 May 2023

The Round Robin was ratified by the Board, with the amendment of clause 1.3 “CBD Initiatives” so that it reads “to further supplement and upgrade the HSRA in the Overstrand Municipality, HPP will initiate additional projects to improve safety and cleanliness in the CBD of Hermanus.”

5. Portfolio Feedback

a. Finance

Mr Rauch provided an update with a detailed explanation of the income statement and balance sheet. HPP is in good financial standing. Mr Rauch noted that depreciation is not a cashflow item.

b. Cleansing

Mrs Wright reported that the service provider was performing well and attending to additional requests as needed.

A request from the CBD Business Cluster for the taxi rank to be cleaned over the weekends was presented. Ms Bown will observe the cleanliness of the taxi rank and collect evidence and determine the associated costs to justify further cleaning measures.

c. CBD

Mrs Koegelenberg presented requests from the CBD Business Cluster to install an additional camera to monitor Swallow Park. Mr Lerm cautioned that a concentrated security focus on Swallow Park may cause displacement of vagrants to a high traffic tourist area.

Mr Lerm advised that a Section 78 Committee had been established by the OM to address strategic CBD issues.

d. Safety Operations

Ms Bown provided feedback on the Disaster Management Responses from the 14th to 19th June (power outage) and 29th June to 3rd July (protest action). HPP supported SAPS and the Overstrand Municipality during both incidents. No major incidences were reported, and events were swiftly stabilised then normalised.

Directors

- i. Quotations for the purchase of a Safety Kiosk were presented. The Board approved the purchase from the recommended supplier pending review of references.
- ii. The collaboration with Overstrand SRA's was briefly described. The joint venture is undertaking a review of the OM CCTV Policy and defining the extension of the SRA term process.

6. Strategy and Policy Issues

a. Fernkloof Nature Reserve Request

The request to assist with safety of the Fernkloof Nature Reserve was acknowledged. HPP will consider the request but require a more comprehensive outline of the requirements from the Overstrand Municipality.

b. Parking Management Request

The request for HPP to manage parking within the CBD was acknowledged. HPP will consider the request but require a more comprehensive outline of the requirements from the Overstrand Municipality.

Mr Lerm stated that a meeting had been held with the Mayor and Municipal Manager regarding HPP and Parking Management. He reported that "should HPP wish to do parking management they can". Mr Lerm stated that the Overstrand Municipality will not manage parking.

c. Procurement Policy

The HPP Procurement Policy was circulated to the Board for review. The policy was accepted and will be reviewed periodically. It was agreed that a Procurement Committee be established under the leadership of Mr Rauch.

d. Progress on Strategic Priorities

Progress on Strategic Priorities was briefly described.

Directors

Item 1.2 Review of ADT contract by independent party. A consultant has been identified and will be engaged to conduct the audit with an aim to finalise the recommendations by the end of August 2023.

Item 1.4 Contingency Plan has been drafted and will be circulated to the Board for review.

Item 1.5 OM Incident Command Centre (ICC) agreement, MOU and SOPs are in process.

Item 11.2 Adequate resourcing support for EO was highlighted by the Chair as insufficient. Mr Rauch said it was important to invest in the required support for the EO to fulfil her task successfully. The Chair requested that a profile and job description for an operational role be submitted by the EO.

7. General

a. Admission of New Members

One (1) new ratepayer applied to be a member of the HPP NPC. A total of 204 voting members are registered.

1. Mr. P. Boshoff

Ordinary Resolution number one:

“IT WAS RESOLVED THAT the admittance of one (1) new member as presented be approved”.

Proposed by Mrs Wright and seconded by Mrs Koegelenberg.

b. Strategy Workshop

A Strategic Planning workshop has been scheduled for 14 July 2023 to engage a variety of HSRA stakeholders to contribute to HPP’s priorities for the new financial year.

c. AGM Timetable & Agenda

The AGM timetable and Agenda were tabled. It was requested that a date later in September (3rd or 4th week of the month) be scheduled to allow for all Board members to be in attendance. The AGM will be held in-person. The AGM Agenda and timetable was accepted.

Directors

GD van Niekerk (Chair) | F Koegelenberg | LA Rauch | G van der Westhuizen | AE Wright

d. Renewal of SRA Term timeline

The SRA term extension outline was discussed. Clarification from the OM CFO is awaited regarding the application process.

e. New Board Member

Mr Nigel Thatcher was presented as a potential co-opted board member to fulfil the Operations portfolio.

Mr van Niekerk mentioned that Mr van der Westhuizen, because of his health situation, had suggested that safety issues become part of the Operations portfolio and that he took responsibility for special projects. Mr van Niekerk added that Mr van der Westhuizen could then also manage HPP's relationships with neighbouring SRA's. These changes however first had to be discussed with Mr Thatcher before they could be implemented.

Prior to the Board Meeting, the Directors and EO had an opportunity to review the qualifications of Mr Thatcher and to meet him in person. A vote was conducted among the board members present to accept the nominee as a co-opted board member. The Board voted unanimously to co-opt Mr Thatcher.

Ordinary Resolution number two:

"IT WAS RESOLVED THAT the nominee, Mr. N. Thatcher be co-opted as a director of the HPP Board".

Unanimously accepted.

The Board agreed that Mr van Niekerk discuss the suggested portfolio change with Mr Thatcher and if acceptable, it be implemented. Mr van Niekerk undertook to advise the Board accordingly.

8. Future Meetings

AGM:	To be confirmed (3 rd or 4 th week of September)
Board Meeting:	26 September 2023
Board Meeting:	12 December 2023 (Proposed)

Meeting concluded at 15:27.

Directors

GD van Niekerk (Chair) | F Koegelenberg | LA Rauch | G van der Westhuizen | AE Wright