

# Annual General Meeting

Period Under Review: 1 July 2022 – 30 June 2023

28 September 2023

# Agenda

1. Welcome
2. Apologies
3. Confirmation of Agenda
4. Constituting
  - i. Attendance register
  - ii. New members admitted in preceding year
  - iii. Proxies received
  - iv. Confirmation of quorum
5. Approval of Minutes of the 2022 AGM
6. Matters Arising
7. Chairperson's Report
8. Consideration of Audited Financial Statements for the year ending 30 June 2023
9. Approval of Implementation Plan and Budget for 2024/ 2025
  - i. Approval to proceed with Hermanus Special Rating Area (HSRA) Term Extension – 2025 - 2030
10. Appointment of Auditors
11. Approval of Auditor's Remuneration
12. Election of Directors
13. Any Other Business

# Apologies

1. Kari Brice
2. Mark Addelson
3. Gerti Baumann
4. Jane Beattie
5. Michael Bourne
6. Mr & Mrs Bramwell-Jones
7. Keith Brooke-Sumner
8. Jeanne Cilliers
9. Lucy Cluver
10. Stehanus Coetzee
11. Andrew James Collins
12. Heather Dearn
13. Andre du Toit
14. Trevor Edwards
15. Leanne Frew
16. Kenneth Greene
17. John Groenewald
18. Gail Hartman
19. Huw Bryn Owen Jones
20. Elizabeth Ketteringham
21. David King
22. S & V Klaucke
23. Liza Marie Kotze
24. Brenda Kotze-van Rensburg
25. Mark Lane-Jones
26. Gillian Lawrenson
27. Barbara Ann Lindop
28. Ian Lockett
29. Martin Louw
30. David Louw
31. Rod MacLoed
32. AS Marais
33. Richard Margetts
34. Maggie Nel
35. Trudia Potgieter
36. David Ralph
37. James Regout
38. Marco Ricco
39. Shiela Romburgh
40. Geoffrey Smailes
41. Ruth Tondowski
42. John Tunstall
43. David van der Merwe
44. Gerrie van der Westhuizen
45. Magda Viljoen
46. Norma Wheeler
47. Marinda Wilmans

# Confirmation of Agenda & Quorum

Membership Total	:	261
New members admitted (during period)	:	63
20% Required member attendance / proxies	:	52
Member attendance confirmation	:	36
Member proxies	:	40

# Minutes & Matters Arising

# Approval of Minutes

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# Comments Received

## **Points of Order**

- Number of member votes

## **AGM Resolutions**

- ADT scope of work
- OM approval of budget and implementation plan
- Social engagement
- Insufficient information re Budget and Implementation Plan
- Question re Financials and Budget
- Queries re Milestones
- Appointment of Auditors and remuneration
- Appointment of Directors (Co-opting process)

## **Annual Report - Comments**

*Invitation to engage*



# Chairperson Report

# Chairperson Report

For detail, please refer to the annual report, which is available on the HPP website.

## Main Focus Areas

- Establishing a new Board

Ann Wright & Leon Rauch (Directors)

Fransien Koegelenberg & Gerrie vd Westhuizen (Co-Opted)

- Wider inclusion in determining strategic priorities

# Chairperson Report (Cont.)

## Main Focus Areas

### Safety through Visible Patrolling

Additional foot patrollers in the CBD

Night patrollers in CBD

Waste collection days dedicated bicycle patroller

# Chairperson Report (Cont.)

## Main Focus Areas

### Safety through camera surveillance

- External Assessment

- Guidelines for structured expansion

- Improved software for surveillance and intelligence

- Staffing

- New sites in CBD (2), Eastcliff (9) & Westcliff (5)

- New sites in the pipeline (10)

- Upgraded mountain sites

- Enhanced back-up battery power

# Chairperson Report (Cont.)

Main Focus areas

## Cleansing Operations

Cliff Path & Surrounds, Hoy's Koppie & Swallow Park  
Six days per week & certain public holidays  
Cleaning of dog poo

Uncontrolled Dogs

Tourist Spots: Clearing Aliens & planting native plants

Holiday programme for school learners


Annual Overview  
**PUBLIC SAFETY & CLEANSING**  
 July 2022 – June 2023

  
**6,249**  
 Incidents Reported

**16,2 tonnes**   
 Waste collected

  
**118,767 km**  
 Km's driven by  
 HPP vehicle patrols

**179,860 km**   
 Km's walked by  
 HPP foot patrols

  
**87**  
 Number of citizen arrests

  
**9,195 km**  
 Km's cycled by  
 HPP bike patrols  
 (since 1 November 22)

  
**16 new camera  
 sites installed**

  
**70 camera sites**  
*130 cameras in operation*

Annual Overview  
**PUBLIC SAFETY & CLEANSING**  
 July 2021 – June 2022


  
**4,381**  
 Incidents Reported

**14,2 tonnes**   
 Waste collected

  
**118,321 km**  
 Km's driven by  
 HPP vehicle patrols

**165,900 km**   
 Km's walked by  
 HPP foot patrols

  
**97**  
 Number of citizen arrests

  
**0 km**  
 Km's cycled by  
 HPP bike patrols  
 (started 1 November 22)

  
**12 new camera  
 sites installed**

  
**54 camera sites**  
*86 cameras in operation*

# Chairperson Report

## Review of activity

### Growing Relationships and Communication

Suburbs

CBD

Newsletters, Social Media & Website

### Homelessness and Vagrancy

Satisfaction Survey : 98% Satisfied, 63% Very Satisfied, 88% “Important Role”

Requests received

# Chairperson Report (Cont.)

## Review of Activity

- Learning from other SRA's
- Q'ly Oversight meetings with the OM

## Summary

Met objectives

## Challenges

- Political, economic and social instability
- Financial strain on families
- Crime, homelessness & vagrancy

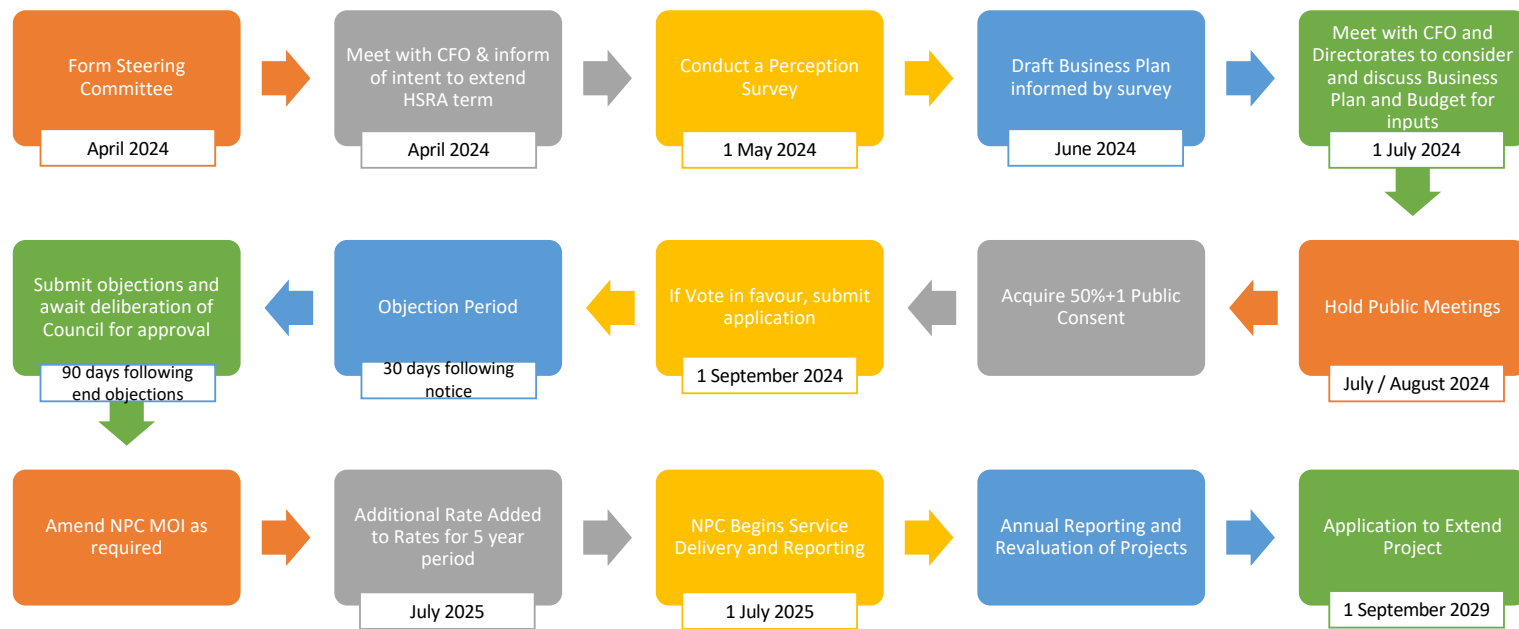


# Chairperson Report (Cont.)

## Looking Ahead

- Continuation of the HSRA
- Pursuit of strategic priorities as reviewed

# Extending Hermanus SRA Term 1 July 2025 – 30 June 2030



# Chairperson Report (Cont.)

## Milestones to extend the HSRA 2025 - 2030

### Milestone 6: Actions 2024/ 2025

1. Vision and plan agreed by HPP Board
2. Vision and plan approved by CFO
3. Vision and plan communicated to HSRA ratepayers.
4. Regular articles in local press
5. Successful approval by ratepayers.
6. Successful approval by Council

# Chairperson Report (Cont.)

## Thank You

- OM
- Board
- Past Board Members
- Executive Officer
- Service Providers
- Various security and safety bodies

Property Owners and Members

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# Finance

Leon Rauch- Director Finance

# Annual Financial Statement

• Opening balance 01 July 2022	:	R4,196,034
• Closing balance 30 June 2023	:	R4,029,676
• Voluntary contributions / Insurance Payout	:	R 130,403

## Notes

- In accordance with the Financial Agreement, HPP must maintain a reserve equalling two months' revenue. For 23/24 this amount equals R1,723,317.
- As a result of upgrades and new surveillance infrastructure installations, fixed asset value has increased from previous year R 1,494,535 (21/22) to R1,771,269 (22/23).

# Finance (cont)

## Finance Agreement

- HPP must achieve a quantum of reserves equalling two months' revenue (achieved)
- Monthly retention of 10% (bad debt provision – performance may improve). OM performs an annual reconciliation and refunds HPP accordingly.

## Looking Ahead to 24/25

Bulk of our revenue will be spent on supply contracts and infrastructure expansion

- Crime prevention and public safety
- Increased and more flexible cleansing operation
- CCTV expansion.
- Renewal of HSRA term.



# Operating Budget (1 July 2023 to 30 June 2024)

<b>Estimated HSRA income</b>	<b>R</b>	<b>10,339,900</b>
Less Retention for Bad Debt (10%)	R	( 1,033,990)
<b>Rate - HSRA</b>	<b>R</b>	<b>9,305,910</b>
		Current Budget
SRA Management	R	568,000
General Administration	R	609,900
FADT (Public Safety)	R	6,922,311
WCC (CCTV Management, technical support and maintenance)	R	504,000
Public Safety / Social Upliftment	R	260,309
Iphupha (Cleansing)	R	592,000
<b>Total (VAT Exclusive)</b>	<b>R</b>	<b>9,456,519</b>

# Proposed Implementation Plan (2024 | 2025)

# HSRA Vision and Purpose

## Vision

Create and maintain an environment that is safe, clean, caring and sustainable for the benefit of all its residents and visitors

## Purpose

- Improve the public environment for the benefit of all
- Deliver supplementary municipal services as determined by the community and in consultation with the OM
- Bring the vision to life

# Implementation Plan – Actions 24 | 25

## Milestone 1: Management and Control

- I. Monthly newsletter to all ratepayers. Communicated via WhatsApp, Email and HPP NPC website.
- II. Regular articles in local press.
- III. Submit AFS, Annual Report and AGM Minutes to OM and Members.

# Implementation Plan – Actions 24 | 25 (continued)

## Milestone 2: Safe Environment

- I. Optimise the value of appropriately selected camera technology infrastructure.
- II. Ensure the full participation of HPP in the OM Incident Command Centre.
- III. Ensure the participation of ratepayers in suburbs to develop local CCTV deployment plans.
- IV. Continue the flexible approach of security providers' resources.
- V. Monthly safety reports and statistics. Communicated via WhatsApp, Email and HPP NPC website.
- VI. Create a platform that supports collaboration between SAPS, Municipal Law Enforcement, other SRA's in the region, Watch Groups and private security companies.

# Implementation Plan – Actions 24 | 25 (continued)

## Milestone 3: Healthy and Clean Environment

- I. Promote community clean-up events where required to engender environmental awareness.
- II. Encourage businesses to maintain properties and improve 'sense of place'.
- III. Support Cliff Path Management Group in agreed initiatives.
- IV. Provide ad hoc support to deal with localised litter problems.

# Implementation Plan – Actions 24 | 25 (continued)

## Milestone 4: Strategic Development

- I. Implement new initiatives as part of the CBD steering group, which include the business groupings of Hermanus.
- II. Provide input into the OM's urban management plan, especially in terms of parking management and social upliftment.
- III. Facilitate collaboration with other Overstrand SRAs.

# Implementation Plan – Actions 24 | 25 (continued)

## Milestone 5: Social Upliftment and Development to ensure a Safe Environment

- I. Collaborate with the OM and selective NGOs to implement a Social Upliftment plan.
- II. Devise Social Upliftment Plan with the OM and various stakeholders.
- III. Maintain after hours presence of patrollers to reduce the threat of vagrants.
- IV. Document all homeless in the HSRA and share with OM Social Development.



# Implementation Plan – Actions 24 | 25 (continued)

## Milestone 6: Extending the HSRA's Term

- I. Vision and plan agreed by HPP Board
- II. Vision and plan approved by CFO
- III. Vision and plan communicated to HSRA ratepayers
- IV. Regular articles in local press
- V. Successful approval by ratepayers
- VI. Successful approval by Council

# Proposed Budget (2024 | 2025)

# Budget – Notes

Budget Term: This budget is for the financial year 24/25, which runs from 1 July 2024

Annual Adjustments: Assume 4% increase on rates and non-payment retention of 10%

Approach for 24/25 Budget :

- Estimated Refund of 50% of 10% retention fund
- Interest Rate on Investment – 6%
- Service Provider – 7% inflation increase
- Assume CCTV assets growth of 15% per annum
- Excludes VAT

# Budget 24 | 25

HERMANUS SRA BUDGET 2024 / 2025	
	Budget
	Fin Year 2024/25
	4.0% <sup>(1)</sup>
<b>INCOME</b>	
Estimated Rate	10,753,500
Less Retention for Bad Debt (10%)	(1,075,350) <sup>(2)</sup>
Rate - HSRA	9,678,150
Retention Rebate (up to 75% of 10% - September)	537,750 <sup>(3)</sup>
<b>Other Income</b>	
Donations	
Interest	105,470 <sup>(4)</sup>
Insurance Claims	
<b>Total Income</b>	<b>10,321,370</b>
<b>OPERATIONAL EXPENDITURE</b>	
<b>HSRA Administration</b>	
HPP CEO	664,800
Administrator / Consultancy / Legal Fees	120,000
Insurance	34,020
Accounting Fees	28,060
Bank Charges	3,700
Auditor / Secretarial Fees	21,260
Incident Desk - Online Reporting	82,910
Subscriptions (LPRs, email, website)	74,410
Control Room Maintenance	22,000
Expenses (meetings, AGM, entertainment)	50,000
HSRA Term Extension	75,000
Marketing and Communications	35,000
Contingency	30,000
Telephone (Fixed lines & VOIP)	37,170
Incident Command Centre - Leasehold Improvement Amortisation	100,000 <sup>(5)</sup>
<b>Sub-Total</b>	<b>1,378,330</b>
<b>HSRA Projects</b>	
<b>Public Safety &amp; Monitoring</b>	
Public Safety & Crime Prevention Management (Public Safety Officers, Response Vehicles, CCTV Monitoring)	7,406,870 <sup>(6)</sup>
CCTV Management (Technical Support and Maintenance)	539,280 <sup>(7)</sup>
CCTV Analytics Software Licences	20,000
Public Safety related Social Upliftment	75,000
Toilet Rental Management	48,030
Tactical Safety Equipment & Training	127,200
<b>Clean Environment</b>	
Cleansing Management	579,940
Cleansing & Environmental Projects	50,000
<b>Sub-Total</b>	<b>8,846,320</b>
<b>CAPITAL EXPENDITURE</b>	
CCTV Replacement and Expansion	400,000
Control Room IT Infrastructure & Equipment	100,000
	<b>500,000</b>
Depreciation - Camera Network Assets	1,080,000 <sup>(8)</sup>
<b>TOTAL ALL OPERATIONAL &amp; CAPITAL EXPENDITURE</b>	<b>11,804,650 <sup>(9)</sup></b>
<b>Surplus / Deficit</b>	<b>(1,483,290)</b>
<b>CASH POSITION 2024/2025</b>	
Opening Cash Balance	2,674,840
Deficit for the year	(1,483,290)
Depreciation	1,080,000
Leasehold Enhancement	100,000
Closing cash balance	<b>2,371,550</b>
Required Retained Balance (2 months income)	(1,792,250) <sup>(10)</sup>

# Questions

# Approval of Implementation Plan and Budget 2024 / 2025

# Approval to proceed with HSRA Term Extension Process

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# Auditors and Fees

Pragma Konsult

- Professional fee – R11 750.00 (excl. VAT)

# Election of Directors

# Board of Directors Slate

Resigning Members	:	Ann Wright (available for reelection)
Operations	:	Nigel Thatcher (co-opted 10/7/2023)
CBD	:	Fransien Koegelenberg (co-opted 8/11/2022)
Stakeholders	:	G. vd Westhuizen Resigned - Vacant Proposed : Philip- Ben Kotze
Education	:	Sarah Taylor (co-opted 26/09/2023)
Social Development	:	Peter Doble (co-opted 26/09/2023)

# Voting Rules

1. Nominees will be presented
2. Any Objections
3. Voting by show of hands by registered members – 1 member, 1 vote
4. Vote for / against

# Ann Wright - Cleansing

- Current Rotary District Governor
- 30 years in education, school marketing, outreach
- Hermanus since 2014
- Passionate about keeping Hermanus Clean and safe.

# Fransien Koegelenberg - CBD

- Owner Hermanus Factory Shop since 2012
- Active interest in CBD matters
- Strong relationships with business owners
- Influential role in CBD renewal initiatives

# Nigel Thatcher - Operations

- Moved to Hermanus six years ago
- Sales & Marketing Executive Gillette Group
- Responsible Sales in SA & sub- Sahara Africa Region
- Director AC Nielsen
- Founding Director Hermanus Siyakha NPC
- Safety matters in Prestwick Village

# Philip-Ben Kotze - Stakeholders

- Hermanus resident most of his life
- B.Com Marketing, Stellenbosch University
- Hermanus Pharmacy & Entrepreneur
- Camera projects and security networks in suburbs
- Director of Whale Coast Business and Community Forum
- Alpha Neighbourhood Watch & Response Leader for Afriforum



# Sarah Taylor - Education

- B.Journ at Rhodes
- Hermanus resident since 2012
- Freelance writer & Editor with 25 years experience in UK, Namibia & SA
- Experienced in the use of multiple media
- Active in the Westcliff Residents Association
- Making Hermanus safer and cleaner for everyone

# Peter Doble – Social Development

- B.A. From Sheffield University
- Moved from UK to SA in 2004 and in Hermanus since 2017
- Corporate Communications Professional – International Companies
- Regional Chairman UK Institute of Directors
- Extensive charity work & mentoring

# Other Business

# Thanks

- Property owners
- Overstrand Municipality
- Board-members
- Executive officer
- Service providers
- HPP-members who attended this AGM