
MINUTES of the 2023 ANNUAL GENERAL MEETING
of the Hermanus Public Protection (HPP) NPC
held at 18:00 on Thursday, 28 September 2023 at the Municipal
Auditorium, Civic Centre, Overstrand Municipality.

1. **WELCOME:** Mr Jerry van Niekerk (Chair), extended a sincere welcome and thanked all present for attending.
2. **APOLOGIES:** Regrets were received from 47 ratepayers. The full list of names is available on page 3 of the presentation slides.
3. **CONFIRMATION OF AGENDA:** The circulated agenda was accepted and confirmed. Proposed by Mrs A Wright and seconded by Mr E van Staden.
4. **CONSTITUTING:** The required notice had been given and meeting was duly constituted in terms of the Financial Agreement and Company's MOI (20% of the Members to be in attendance or by proxy). The list of voting members was published on the HPP website prior to the AGM.

Quorum

<input type="checkbox"/> Membership total:	261
<input type="checkbox"/> New Members Admitted (during period):	63
<input type="checkbox"/> Required (20%):	52
<input type="checkbox"/> Members in attendance:	36
<input type="checkbox"/> Proxies received:	40

5. **APPROVAL OF MINUTES OF THE 2022 AGM:** The minutes were approved for the 2022 AGM held 13 September 2022. Proposed by Mr T Louw and Mrs P Redford.
6. **MATTERS ARISING:** Mr van Niekerk noted for the record that Mr L Rauch and Ms M Bown did meet with Mr A du Toit, as undertaken.
 - a. **COMMENT RECEIVED:** Mr van Niekerk noted for the record that written comments and voting instructions had been received from Mr A du Toit prior to the AGM. (The comments are summarised on a slide which is included in the presentation pack.) Mr van Niekerk stated that an invitation to Mr du Toit to engage face-to-face with the Board will be extended. A copy of the comments is available on request.
7. **CHAIRPERSON REPORT:** (The Chairperson Report is available on the HPP website <https://hpp.org.za/hpp-chairperson-annual-report-2023/>)

The Chairperson delivered a succinct report on the previous year's activities of the HPP including the establishment of a new Board and inclusion of a wider audience in determining the strategic priorities.

Main areas of focus detailed by the Chair included safety through visible patrolling, safety through camera surveillance and cleansing operations.

The years activities were reviewed which included growing relationships and communications, homelessness and vagrancy, and considering requests received to expand HPP's services to the Fernkloof Nature Reserve and Parking Management in the CBD. The Chair was pleased to confirm that the HPP had met its objectives for the year.

Some of the challenges facing HPP included political, economic, and social instability, financial strain on families and crime, homelessness and vagrancy.

The Chairperson then discussed the future of the HPP including the continuation of the HSRA term and the pursuit of the strategic priorities. The Chair then gave a brief overview of the HSRA term extension milestones.

8. **CONSIDERATION OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2023:** Mr L Rauch, Director Finance, presented on matters related to finances. The Audited Financial Statements for the Financial Year 2022/2023 have been circulated.

The opening balance on 1 July 2022 was R4,196,034. The closing balance on 30 June 2023 was R4,029,676. During this financial year HPP also received R130,403 from voluntary contributions towards neighbourhood camera projects.

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 the previous year R1,494,535 (21/22) to R1,771,269 for 22/23.

Mr Rauch briefly outlined the allocation of revenue for the financial year (23/34). The bulk of revenue will be spent on service provider contracts and infrastructure upgrades and expansion. A sum has been set aside for the renewal of the HSRA term. The operating budget for 23/24 is available on page 25 of the presentation.

The Chairperson sought approval for the Annual Financial Statements as presented. The Annual Financial Statements for 2022 / 2023 were approved. Proposed by Mr J Bristow and seconded by Mr H Niemand. An objection was received in writing from Mr A du Toit.

9. **APPROVAL OF IMPLEMENTATION PLAN AND BUDGET FOR 2024 | 2025**): The 24 /25 Budget and Implementation Plan are available on the HPP website: <https://hpp.org.za/2023-annual-general-meeting/>. The 24/25 Budget must be read in conjunction with the Implementation Plan.

Mr van Niekerk outlined the Implementation Plan for 24/25 Financial year and described Milestone 1: Management and Control Actions, Milestone 2: Safe Environment Actions, Milestone 3: Healthy and Clean Environment Actions, Milestone 4: Strategic Development, Milestone 5: Social Upliftment and Development to ensure a Safe Environment and Milestone 6: Extending the HSRA's Term.

The budget was presented. The calculated income for the financial year 24/25, which is from 1 July 2024, is R10,321,370 including anticipated retention rebate and interest.



HERMANUS SRA BUDGET 2024 / 2025	
	Budget Fin Year 2024/25
	4.0% ⁽¹⁾
INCOME	
Estimated Rate	10,753,500
Less Retention for Bad Debt (10%)	(1,075,350) ⁽²⁾
Rate - HSRA	9,678,150
Retention Rebate (up to 75% of 10% - September)	537,750 ⁽³⁾
Other income	
Donations	
Interest	105,470 ⁽⁴⁾
Insurance Claims	
Total Income	10,321,370
OPERATIONAL EXPENDITURE	
HSRA Administration	
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 ⁽⁵⁾
Sub-Total	1,378,330
HSRA Projects	
Public Safety & Monitoring	
Public Safety & Crime Prevention Management (Public Safety Officers, Response Vehicles, CCTV Monitoring)	7,406,870 ⁽⁶⁾
CCTV Management (Technical Support and Maintenance)	539,280 ⁽⁷⁾
CCTV Analytics Software Licences	20,000
Public Safety related Social Upliftment	75,000
Toilet Rental Management	48,030
Tactical Safety Equipment & Training	127,200
Clean Environment	
Cleansing Management	579,940
Cleansing & Environmental Projects	50,000
Sub-Total	8,846,320
CAPITAL EXPENDITURE	
CCTV Replacement and Expansion	400,000
Control Room IT Infrastructure & Equipment	100,000
	500,000
Depreciation - Camera Network Assets	1,080,000 ⁽⁸⁾
TOTAL ALL OPERATIONAL & CAPITAL EXPENDITURE	11,804,650 ⁽⁹⁾
Surplus / Deficit	(1,483,290)
CASH POSITION	
	2024/2025
Opening Cash Balance	2,674,840
Deficit for the year	(1,483,290)
Depreciation	1,080,000
Leasehold Enhancement	100,000
Closing cash balance	2,371,550
Required Retained Balance (2 months income)	(1,792,250) ⁽¹⁰⁾

The floor was then opened to attendees to raise any questions.

Mr Thompson raised a query regarding financial efficiencies of the HPP service providers. Mr van Niekerk confirmed that reviews had been conducted and the service providers were value for money and offered quality service provision.

The Chairperson sought approval for the proposed Budget and Implementation Plan. The Budget and Implementation Plan were approved. Proposed by Mr T Louw and seconded by Mr E van Staden. An objection was received in writing from Mr A du Toit.

- a. **Approval to proceed with Hermanus Special Rating Area (HSRA) Term Extension – 2025 – 2030:** The Chairperson sought approval and support for the proposed extension of the HSRA term 2025 - 2030. The approval to seek an extension to the HSRA term was confirmed. Proposed by Mr D Ralph and seconded by Mr B Wridgway. An objection was received in writing from Mr A du Toit.
10. **APPOINTMENT OF AUDITORS:** It was agreed that Pragma Konsult be reappointed Auditors for the financial year 2024 / 2025. Proposed by Mr J Bristow and seconded by Mr R Stanway. An objection was received in writing from Mr A du Toit.
11. **APPROVAL OF AUDITOR'S RENUMERATION:** The payment of R11,750 to Pragma Konsult was approved. Proposed by Mr J Bristow and seconded by Mr R Stanway. An objection was received in writing from Mr A du Toit.
12. **ELECTION OF DIRECTORS:**

In line with the MOI 12.1.7 As required by item 5(1)(b) of Schedule 1 of the Act, at least 1/3 (one third) of directors shall resign every year at the AGM but shall be eligible for re-election.

Mrs Ann Wright resigned from the board and was available for re-election.

Mrs Fransien Koegelenberg (co-opted 08/11/2022), Mr Nigel Thatcher (co-opted 10/07/2023), Ms Sarah Taylor (co-opted 26/09/2023) and Mr Peter Doble (co-opted 26/09/2023) were formally co-opted and were nominated accordingly. A nomination for Mr Philip-Ben Kotze was received.

The voting rules for the election of Directors was explained. Only registered members of the HPP NPC could vote and would be provided with cards to reflect their status as members. Each nominee was presented and the opportunity to object was given. The voting was conducted by a show of hands, one member, one vote.

All nominations were elected and voted for unopposed and unanimously by members in attendance. An objection was received in writing from Mr A du Toit.

13. ANY OTHER BUSINESS:

From the floor:

Pat Redford

- Clarified the proposal for HPP to engage with baboon management as a conduit for funding.

Response:

- The clarification was noted.

Westcliff Resident

- Queried the status of the Westcliff Camera Project.
- Where are the HPP cameras monitored and can the public have access.

Response:

- The Westcliff Camera Project has been completed. The cameras are proving to be effective and proactive action has been noted. Westcliff will be revisited for expansion in the coming year in accordance with HPP's policies.
- The HPP Control Room is based at the Hermanus Fire Station. There is no access to public members other than by arrangement.

John Bristow

- Thanks given to the HPP.

Response:

- Thanks gratefully received.

Russel Schierhout

- Concern raised regarding the increase in crime at Rotary Way and within the Fernkloof Nature Reserve and the involvement of stakeholders including HPP.

Response:

- The Fernkloof Nature Reserve falls outside of the HSRA boundaries. HPP have four high site cameras which cover some portions of the reserve and support searches when required. HPP are discussing a site on Rotary Way to assist the municipality with surveillance of the parking area and access roads. The Board approved the installation of a camera site at the previous Board Meeting.

Sue Raven

- Request for each board member to be introduced.

Response:

- Each board member stands and is formally introduced and welcomed.

The Chairperson thanked all for attending.

There being no further business to discuss, the AGM was called to a close at 19H18.

An audio recording of the AGM is available on request. Questions and comments received from ratepayer/s prior to the AGM are available on request. Email info@hpp.org.za