

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 15:00 on Tuesday, 26 September 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, Nigel Thatcher, Clinton Lerm and Marcia Bown.

Bob Stanway (guest) attended for the first 30 minutes.

Apologies were received from Ronald Nutt.

2. Approval of Minutes of Previous Meeting (held on 10 July 2023)

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

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

3. Matters Arising from Previous Minutes

Matter	Update
1. Matters arising from Minutes of the Meeting held on 28 March 2023	
1.1 Women's Safety Workshop	1.1 Scheduled for end October / beginning November on a Saturday morning. Trainer identified.
1.2 Contingency Plan	1.2 Contingency plan has been circulated for review and comment by the Board.
2. Matters arising from Minutes of the Meeting held on 10 July 2023	
2.1 Cleaning of the Taxi Rank	2.1 Taxi rank has been monitored for cleanliness over weekends. No notable issues noted other than

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



	on windy days. EO will continue to monitor over summer season and action accordingly.
2.2 Request for additional camera at Swallow Park	2.2 No additional camera will be installed at Swallow Park at this time as the safety kiosk will be stationed there with cameras.
2.3 Purchase of Safety Kiosk	2.3 The safety kiosk has been purchased and will be delivered in October.
2.4 OSRA recommendations to review CCTV Policy	2.4 Meeting held with OM Public Safety to address issues raised. Request for SRA's to jointly submit recommendations to the policy.
2.5 Parking Management in the CBD	2.5 OM has formed a Section 78 Committee to review and propose initiatives for the CBD. Mr Lerm stated that Whale Coast Business Forum had been advised that they can proceed with an initiative if they so wish.
2.6 OM Incident Command Centre	2.6 ICC progress has stalled due to funding constraints. HPP lease at the Fire Station to be extended.
2.7 Resource to support EO.	2.7 Role portfolio circulated to Chair. Mr van Niekerk to feedback comments to EO. He emphasised that a "Second-in-Command" to the EO is required.

4. Discussion on paper titled "Precinct Management in Special Rating Areas".

Mr Bob Stanway, the author of the above titled paper joined the meeting to discuss and clarify points. It was proposed that a Strategy Session be scheduled for either mid-December or end January to potentially integrate the recommendations into the HSRA in the next term.

5. Results of the 2023 Member Satisfaction Survey

A summary of the 2023 Satisfaction Survey was circulated to the Board for review. Concerns were raised about the public's confusion regarding HPP's mandate. It was agreed that further education and information re HPP's purpose and performance be circulated. Mrs Wright recommended information be shared electronically, possibly by scanning a QR code.

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6. 2024/2025 Budget and Implementation Plan

The 24/25 Budget and Implementation Plan, which was approved by the OM CFO was circulated to the Board for review. The Board approved the Budget and Implementation Plan to be presented at the AGM.

7. Portfolio Feedback

a. Finance

Mr Rauch provided an update, HPP is in good financial standing. Mr Rauch noted that depreciation was not included in the August financial statements. This issue had been raised with the accountant to rectify.

The Annual Financial Statements were presented to the Board for review prior to the meeting, no amendments, or comments. AFS accepted as presented.

b. Cleansing

Mrs Wright requested that following the storm damage that HPP could possibly assist with funding for repairs to the Cliff Path. The Board supported the proposal. Mr Lerm accepted the offer on behalf of the OM and will advise accordingly. Miss Bown will contact Cliff Path Management Group to enquire about need.

c. CBD

Mrs Koegelenberg advised that the new reporting format was difficult to assess what is happening in the CBD. Board members commented that they also had difficulty with the reporting format. Miss Bown advised that she had requested changes to be made by the software developer. She also offered to provide a separate update on incidents specific to the CBD. Mrs Koegelenberg also noted that she had received several positive compliments regarding HPP's service in the CBD.

d. Safety Operations

i. Confidential Report from EO on reported irregularities

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The EO prepared and shared a confidential report with the Board to which the Chair proposed that an external independent person be consulted for possible further investigation. The Board supported the recommendation.

ii. Synopsis of Audit done on FADT contract and next steps

The report and recommendations were shared with the Board prior to the meeting. Mr Thatcher requested additional time to review and will revert in due course with final comment on the recommendations.

iii. Proposed camera on Rotary Way

A cost proposal was shared with the Board to install a camera site on Rotary Way to assist with the recent robbery incidents. The site will be solar powered and will also offer additional security to the HPP four high site cameras. Funding is available from the rebate refund received in September.

Ordinary Resolution number one:

“IT WAS RESOLVED THAT the installation of a camera site on Rotary Way as presented be approved”.

The Board unanimously support the installation.

e. Accurate membership base

The membership currently stands at 261 members, 63 new members to be admitted. Six (6) ratepayers are no longer members.

f. AGM Timeline and Agenda

The AGM Timeline and Agenda was shared with the Board prior to the meeting. Timeline has been achieved.

g. Access to the meeting via Zoom / Teams

Access to the AGM via an online system has not been requested therefore will not be pursued.

h. Proxys to ensure we are quorate

AGM attendance to achieve quorate is 52 members (20% of membership).

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i. Nominations of Board Members

The Chair advised the Board that Mr Gerrie van der Westhuizen will not be available for election to the Board due to ill health and resigned on the 27 September 2023. Mr van Niekerk noted with gratitude Mr van der Westhuizen's contribution to the HPP.

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 as co-opted Director – 27/9/23)
	Vacant Proposed: Philip- Ben Kotze
Education:	Sarah Taylor (co-opted 26/09/2023)
Social Development:	Peter Doble (co-opted 26/09/2023)

j. Voting Procedures

Voting procedure at the AGM was clarified. Procedure is aligned with MOI and will be conducted by a show of hands.

8. General

a. New HSRA Members

Sixty-three (63) new ratepayers applied to be members of the HPP NPC. A total of 261 voting members are registered. The full list of registered voting HPP NPC members is available on the HPP website.

Ordinary Resolution number two:

“IT WAS RESOLVED THAT the admittance of sixty-three (63) new members as presented be approved”.

Proposed by Mrs Wright and seconded by Mrs Koegelenberg.

b. New Board Members

The Board approved the co-opting of two new board members, Ms Taylor, and Mr Doble.

Directors

Ordinary Resolution number three:

“IT WAS RESOLVED THAT the nominees, Ms Taylor and Mr Doble be co-opted as directors of the HPP Board”.

Unanimously approved by the board.

- c. *Establishment of Board Sub- Committees for Safety, the renewal of the CBD and the HSRA term extension.*

The purpose of these committees is to advise the board on specific matters and assist with implementation where needed. The board support the establishment of the sub-committees.

9. Future Meetings

AGM:	28 September 2023 at 18:00
Board Meeting:	12 December 2023 at 15:00
Board Meeting:	End January 2024 - date to be advised. Planning for the Extension of the HRSA

Meeting concluded at 16:45.

Directors

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