

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 Windsor Hotel, Hermanus and via WhatsApp,
at 10:00 on Monday, 16 September 2024

1. Welcome & Apologies

The Chairperson opened the meeting by expressing gratitude to the board members for their service to HPP and acknowledging the generosity of local businesses like Ocean Basket, which supported HPP's patrol officers, as well as the Windsor Hotel for sponsoring breakfast prior to the meeting.

In attendance were Jerry van Niekerk, Stephen Grundlingh, Leon Rauch, Sarah Taylor, Peter Doble, Phillip-Ben Kotze, Fransien Koegelenberg, Ann Wright, Rod MacLeod (virtual via WhatsApp), and Marcia Bown.

2. Appointment of Chairperson and Deputy Chairperson

The Chairperson reflected on the growth of the board since September 2022, highlighting the individual contributions of each member. The Chairman announced that this would be his final year in a three-year term and encouraged the board to begin the process of selecting a new Chairperson, emphasising the need for a smooth transition, particularly for overseeing the appointment of service suppliers.

Following the AGM, the Board held a vote to appoint the Chairperson and Vice Chairperson for the upcoming term.

- **Chairperson:** Jerry van Niekerk was nominated and unanimously elected as the Chairperson.
- **Vice Chairperson:** Leon Rauch was nominated and unanimously elected as the Vice Chairperson.

Both appointments will take effect immediately and continue until the next AGM or until further resolutions are passed by the Board.

Directors

GD van Niekerk (Chair) | P Doble | F Koegelenberg | S Grundlingh | PB Kotze | R MacLeod |
| LA Rauch | S Taylor | AE Wright

3. Approval of Minutes of Board Meeting held on 4 June 2024

The minutes from the previous meeting were reviewed and approved without amendments.

Proposed: Ann Wright

Seconded: Stephen Grundlingh

Approval of the Board Meeting Minutes was discussed. It was agreed that meeting minutes will be approved by Round Robin to ensure timeous publication on the website following meetings.

4. Matters Arising from Previous Minutes

Matter	Update
1.1 OM Incident Command Centre	Matter addressed under Operations portfolio feedback.
1.2 Engagement with legal counsel	The board discussed the response to Mr. Du Toit's requests. Marcia Bown and Rod MacLeod were tasked with ensuring all outstanding legal requests are addressed. It was noted that Mr. Du Toit had submitted 12 requests, and a final review was needed to ensure everything was covered.
1.3 Communication and Branding Strategy	Matter addressed under item 7 – proposed communication strategy.
1.4 HSRA term renewal	HSRA Term Renewal Process: Marcia reported that the term renewal was approved by the members at the AGM. She was tasked with submitting the business plan to the municipal manager, CFO, and copying the relevant councillors and the mayor. The board agreed to carefully record the vote to ensure accuracy.
1.5 HPP Patrol Vehicles	New GWM bakkies have been ordered from FADT. FADT have agreed to lease the vehicles to HPP for this financial year as agreed in the budgets for the current year. The vehicles will be delivered in the coming weeks. The vehicles have updated HPP branding.
1.6 Distribution of Stickers	HPP information stickers for shops in the CBD have been procured and are being rolled out.

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5. Matters Arising from AGM held on 29 August 2024

Matter	Update
1.1 Confirmation of Chair and board	The full board was confirmed at the AGM. See item 2 for Chair and vice Chair.
1.2 CIPC Registration	CIPC Registration: It was proposed to add Stephen Grundlingh and Rod MacLeod as registered directors. The administrative and financial implications were discussed, and public liability coverage for registered directors was confirmed.
1.3 Comments from Mr A du Toit	Some of mr du Toit's comments were addressed during the AGM.
1.4 Legal Opinion	A brief update was given to the board regarding the legal opinion sought and costs to date. Ms Bown to draft a note explaining the implications of HPP's designation as a public body under the legal opinion.
1.5 Public Safety Officer's power of authority	Marcia explained the limitations of public safety officers, who do not have the authority to issue fines. The feasibility of assigning OM peace officers to HPP was discussed but remained unresolved.
1.6 Body Cameras	Marcia and Stephen to provide historical context and an update to Trevor Edwards on the consideration of body cameras for public safety officers.

As the HSRA term extension project has been completed it was agreed that Rod MacLeod would assume the directorship of Governance. The exact scope of the brief will be finalised when Rod returns from his trip abroad.

6. Portfolio Feedback

a. Finance - Leon Rauch

The finance report for July 24 was presented to the meeting and discussed. Leon highlighted discrepancies in the budgeted line items on the financial statements that needed to be addressed. Leon points out that the interest is understated, and that the income statement shows a cash break-even for the month.

The budgeted amount for the proposed new control room rental was queried. Leon confirmed that an approved a budget of R21,200 per month was allowed for in 2025/2026 approved budget.

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b. Extension of Term Campaign - Rod MacLeod

Rod provided updates on the extension campaign and thanked Marcia and Leon for their contributions.

c. Operations - Stephen Grundlingh & Marcia Bown

The board discussed the feasibility of body cameras, concluding they are currently impractical due to the infrequent need for their use, coupled with the high costs and manual activation requirements. Instead, dash cams on motor vehicles will be considered.

Incident Command Centre (ICC): The board debated joining the Overstrand Municipality's ICC versus private rental, considering concerns about space, security, and independence. A decision was made to emphasise HPP's requirements regarding the amount of space required as well as the security requirements to the OM. It was suggested that we explore offering a desk at the ICC while maintaining a private rental space. A further meeting will be held with the OM to explore the various options.

Thermal Camera Purchase

Following the successful pilot of the thermal camera, the Board considered the acquisition of a thermal camera for the Lookout site. The cost estimate for the purchase and installation of the thermal camera is R171,100. Funding for this acquisition will be sourced from investment funds allocated to camera upgrades.

Rod MacLeod noted that the camera will have no direct benefit to Voëklip residents and asked that the surveillance needs of residents in this area be addressed in a separate exercise.

Ordinary Resolution number one:

"IT WAS RESOLVED THAT the purchase and installation of a thermal camera at the Lookout site, as presented, be approved, with the Board unanimously supporting the purchase."

Proposed by Ann Wright and seconded by Leon Rauch.

Safety Expo

Ann Wright proposed that a Safety Expo be held with a focus on women. The idea was supported and proposals will be considered at the next meeting.

d. Cleansing - Ann Wright

Ann presented updates on cleansing activities and efforts to improve service delivery. Ann raised concerns regarding the OM's cleansing service along the CBD portion of the cliff path. Dustbins were noted to be overflowing over the weekend. The matter will be addressed with the OM.

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e. CBD - Fransien Koegelenberg

Fransien reported on a recent stakeholder engagement with the OM and CBD representatives. Festive season planning was discussed as well as improving signage for emergency numbers. The relocation of soup kitchens was also under discussion; however, no new locations have been identified.

f. Education - Sarah Taylor

Sarah recommended that an update of the HSRA extension process be published in local newspapers. It was agreed that an article prior to the festive season with an update on the extension campaign and other relevant information be submitted to the Village News.

It was also agreed that a list of topics would be proposed to the board for quarterly publication commencing immediately.

g. Social Development - Peter Doble

Peter briefed the board on social development efforts, particularly focusing on the night shelter. Peter hopes to arrange a meeting with the social worker for an update on the shelter operations.

h. Stakeholders - Philip-Ben Kotze

Philip-Ben discussed the ongoing partnerships with key stakeholders. Philip-Ben was tasked with assisting to co-ordinate face-to-face presentations with various community organisations.

7. Proposed Communication Strategy

Sarah Taylor, Peter Doble, and Marcia Bown presented a communication strategy aimed at improving public awareness and transparency. The board agreed on the need for external assistance, particularly for managing social media, a budget will be presented to the board.

An implementation plan for the strategy will be developed and presented to the board. A further review of similar organisations' communications will also be undertaken.

Following the meeting with Eastcliff residents, all board members were tasked with setting up face-to-face meetings with property owners in the areas where they resided.

8. Process to Appoint Service Providers for HSRA's New Term

Marcia outlined the need for appointing service providers for the new HSRA term. Marcia was tasked with outlining the process and timeline for the board's review. It was agreed that the process, once agreed by the board, should be communicated to HSRA property owners.

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9. Progress on Strategic Issues

The progress tracker was shared prior to the meeting. All items are in progress or completed. It was agreed that the necessity to conduct a cost audit on the cleansing contractor was not required at this time.

10. General

Six (6) new ratepayers applied to be members of the HPP NPC prior to the AGM, 29 August 2024. The admittance of new members was approved by a round robin resolution. A total of 264 voting members are registered. The full list of registered voting HPP NPC members is available on the HPP website.

No new member applications have been received since the AGM.

11. Next Meeting

The next board meeting was scheduled for Monday, 2 December 2025 at 10.00.

12. Close

The meeting was adjourned at **12:23**.

Directors

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