

**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 Marine Hotel, Hermanus  
 at 10:00 on Monday, 2 December 2024

**1. Welcome & Apologies**

The Chairperson opened the meeting by commending the Board members for their exceptional management of portfolios and thanked Marcia for her continued administrative efforts.

In attendance were Jerry van Niekerk, Stephen Grundlingh, Leon Rauch, Peter Doble, Fransien Koegelenberg, Ann Wright, Rod MacLeod, and Marcia Bown.

Apologies were received from Phillip-Ben Kotze and Councillor Ronald Nutt.

**2. Approval of Minutes of Board Meeting held on 16 September 2024**

The minutes of the meetings held on 16 September 2024 were circulated and approved by Round Robin Resolution by all members of the board. All actions and decisions taken by the board at the meeting on 16 September 2024 were ratified and confirmed as true and correct and are adopted as decisions of the board.

**3. Matters Arising from Previous Minutes**

Updates on key actions were incorporated into the agenda items.

Matter	Update
Recruitment of Chairman for the year following the next AGM	The Chairmanship model used by Rotary was discussed as a possibility for the HPP Board, together with its advantages and disadvantages. The board was requested to assist with a broader search for an additional board member candidate, who could possibly serve as Chairman. Jerry also asked that the Board Exco assist in the selection process. The ideal candidate should possess proven leadership

**Directors**

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



	<p>skills and a deep understanding of the local community and HPP’s mandate.</p> <p>The goal is to identify a candidate by early 2025 to allow for a smooth transition before the AGM, ensuring that the new Chair can assume the role before the end of the current term.</p> <p>Regarding finding a replacement for Sarah Taylor on the Board, Jerry reported that he is waiting for Deon de Kock (Chairman of Westcliff Residents’ Association) to propose a suitable candidate for consideration.</p>
Responses to Mr du Toit	Matter addressed and closed.
Communication and Branding Strategy	Matter addressed under item 7.
Extension of Term Application	Municipal Council’s timeline for the HSRA term extension anticipated February/March 2025.
HPP Patrol Vehicles	An issue with the canopies has caused an unforeseen delay with the delivery of the vehicles. Anticipated delivery 13 December.
Safety Expo	Matter addressed under item 6.e.

#### 4. Minutes of the Board Meeting held on 4 November 2024

Revisions and suggested changes were reviewed and approved. Key amendment to emphasise the urgency to secure 1 Mussel Centre due to limited suitable alternatives.

**Decision:** Minutes were approved with minor edits suggested by the Chairperson for clarity.

**Action:** Marcia to circulate the amended minutes.

#### 5. Confirmation of Board Resolutions re the rental and refurbishment of 1 Mussel Centre

**Decision:** The board approved the move to 1 Mussel Centre, with the following terms:

- Month-to-month lease until June 2025, with a one-month notice period.
- Rental cost: R19,800 per month (excluding VAT) with a 5-year renewal option.
- Fit-out budget capped at R950,000 for control room and office facilities.

**Actions:**

1. Jerry van Niekerk authorised to sign the lease agreement.
2. Bid committee (Leon, Stephen, Marcia) established to oversee procurement and refurbishment processes.

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*Ordinary Resolution number one:*

**“IT WAS RESOLVED THAT** the resolution as presented be approved”.

Proposed by Mrs. Wright and seconded by Mr. Rauch, the resolution was circulated and signed by the board, with the exception of Mr. Kotze, who provided verbal approval prior to the meeting.

## **6. Portfolio Feedback**

### *a. Finance - Leon Rauch*

HPP's financial status is positive, with surplus cash flow and above-budget levy receipts due to prior years levies retained being refunded. Upcoming capital expenditure on refurbishment will significantly impact cash flow.

**Action:** Adjust budget projections to reflect agreed refurbishment costs.

### *b. Operations - Stephen Grundlingh*

Updates on infrastructure projects were circulated to the board. Main items:

- Thermal camera installation in process, installation anticipated to be completed in early 2025.
- Limited utility of the drone discussed; Stephen to submit proposal on whether to sell the asset, or retain it.

**Action:** Stephen to review the drone's future and present a formal recommendation.

### *c. Cleansing - Ann Wright*

Ann presented updates on cleansing activities. Ann also raised a concern regarding public liability and the need for clear signage on the cliff path. It was also noted that there is a shortage of bins as well as that several are in disrepair. Public toilets are also needed across the area.

**Action:**

- Marcia to coordinate with the Cliff Path Management Group (CPMG) and Overstrand Municipality on liability concerns and improved signage. The main purpose is to clarify HPP's responsibility and duties.

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- Address the pressing need for additional public toilets and waste bins in the CBD to improve accessibility and hygiene with the OM MM.

*d. CBD - Fransien Koegelenberg*

Festive season planning was discussed as well as improving signage around the HSRA for emergency numbers. The relocation of soup kitchens was also under discussion; however, no new locations have been identified.

*e. Education – Marcia Bown*

Marcia advised that the HPP will submit a news article to the Village News for their summer edition to advise of the HPP festive plan, enhanced patrol hours as well as provide the emergency number and general safety tips. Plans for a safety workshop to improve public awareness of safety and crime prevention were discussed – dates and venue to be confirmed for March 2025.

*f. Social Development - Peter Doble*

Peter briefed the board on social development efforts, particularly focusing on the night shelter. He also briefed the board about the impact of the feeding program on the locality and the need for a coordinated approach amongst churches who provide feeding schemes. It was suggested that a four-phase model for addressing homelessness and begging is considered, as suggested at the workshop held in February this year. The need for the facilitation of political and departmental support within the OM and amongst various stakeholders was emphasised.

*g. Stakeholders - Philip-Ben Kotze*

No updates.

**7. Proposed Communication Strategy**

The proposed Communication Strategy was presented and approved by the board. Various activities outlined in the proposal to commence in the coming months.

**8. Process to appoint service providers for the HSRA's new term**

Marcia circulated the process which ensures compliance with municipal governance and transparent procurement. Activities to commence in January 2025.

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**9. Progress on Strategic Issues**

The progress tracker was shared prior to the meeting. All items are either in progress or completed.

**10. General**

*a. Admission of New Members*

One (1) new ratepayer applied to be a member of the HPP NPC. A total of 265 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 one (1) new member, Ms Melfi, as presented be approved”.

Proposed by Mrs Wright and seconded by Mr Rauch.

*b. Insurance*

Stephen queried the current insurance policies. They will be reviewed again for the new term.

**Action:** Leon to conduct a review of the current insurance policy before the new term commences.

*c. Baboon Management*

The Board’s position on the management of baboons in the HSRA was confirmed, in anticipation of a possible discussion with the Mayor later in the week.

**11. Board Meetings Proposed for 2025**

Monday 3 February, Monday 5 May, Monday 18 August, Monday 1 December.

**12. Close**

The meeting was adjourned at **12:15**.

**Directors**

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