

## Minutes of HPP NPC Board Meeting

Held at the HPP Board Room, 1 Mussel Centre, Hermanus

at 10:00 on Monday, 1 December 2025

### 1. Welcome & Apologies

The Chairperson, Mr Leon Rauch opened the meeting and welcomed all present.

**In attendance:** Leon Rauch, Ann Wright, Rod MacLeod, Fransien Koegelenberg, Wiaan Bishop, Stefan Otto, Stephen Grundlingh and Marcia Bown.

**Apologies:** Philip-Ben Kotze and Peter Doble.

### 2. Ratification of Previous Minutes approved by Round Robin

The minutes of the Board meeting held on 18 August 2025, which were approved via round robin, were noted and ratified.

### 3. Matters Arising from Previous Minutes

Matter	Update
Engagement with the Mayor	The Mayor has taken the "clean up Wednesday" initiative, which is not related to HPP. HPP will arrange a separate day/morning with the Mayor to feature HPP cleaners and patrollers in a spotlight initiative.
Progress on kiosk relocation planning	The relocation of the kiosk to the Braai area at Grotto East for the festive season has been approved by law enforcement. The temporary operation will run until approximately 15 January.
Tourism awareness campaign	Developing a balanced communication strategy to inform visitors about local safety, advising them to be vigilant. This strategy aims to find a middle ground between promoting tourism and providing realistic safety guidance.

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**4. Ratification of round robin resolution dated 9 September 2025: Appointment of Mr Leon Rauch as Chairperson and Mr Stephen Grundlingh as Vice-Chairperson**

The resolution, which had been previously approved by all, was noted and ratified.

**5. Ratification of round robin resolution approving additional funds for completion of the HPP Control Room**

The resolution, which had been previously approved by all, was noted and ratified.

**6. Approval of the Appointment of Mr Stefan Otto as Director of the Company**

The Board recorded the resignation of Gerrit D van Niekerk, which resulted in a vacancy among the registered directors. To ensure continued compliance with statutory requirements and to maintain effective governance, the Board resolved to appoint an additional registered director. Accordingly, the appointment of Mr Stefan Otto as a Director was unanimously approved.

*Ordinary Resolution 1*

**“IT WAS RESOLVED THAT** Mr. Stefan Otto will be appointed as a Company Director with CIPC. The Directors moving forward will be Leon Rauch, Stephen Grundlingh, Rod MacLeod, Ann Wright and Stefan Otto.”

**7. Approval of Appointment of Portfolio Positions for the Forthcoming Term**

The following portfolio adjustments for the forthcoming term, effective 1 December 2025, were unanimously approved.

- **Finance:** Mr. Rod MacLeod (taking over from Leon Rauch).
- **Operations:** Mr. Stefan Otto (taking over from Stephen Grundlingh).
- **Communication & Education:** Mr. Peter Doble (taking over from Stefan Otto).
- **Legal & Compliance/Governance:** Mr. Stephen Grundlingh (taking over from Rod MacLeod).

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## 8. Portfolio Feedback

### a.) Finance – Rod MacLeod

- A new, simplified finance report method was presented, summarising the balance sheets, income statement, and cash flow statement for the quarter.
- Finances were reported as reasonably healthy.
- Improvement costs for the new control centre remained within the R1.1 million rand allocation.
- The Board discussed the use of terminology in financial reporting. It was again proposed that HPP’s NPC monthly status reports should refer to “net surplus and deficit” rather than “profit and loss”. The accounting system does not permit this terminology; however, the Annual Financial Statements clearly reflect surpluses in line with NPC requirements.
- A debit card will be implemented with appropriate daily and monthly transaction limits. The debit card will be reconciled monthly with receipts. A daily transaction limit of R5,000 was set, with monthly expenses limited to R25,000.

## Bank Signatories

The update to the authorised banking signatories arises from the resignation of Gerrit D van Niekerk, which necessitated amendments aligned with the new Chairperson, Vice Chairperson and Finance portfolio appointments.

### *Ordinary Resolution 2*

**“IT WAS RESOLVED THAT** the authorised signatories for the ABSA and FNB bank accounts of Hermanus Public Protection NPC shall be Leon Rauch, Rod MacLeod, and Stephen Grundlingh, with all three jointly authorised to operate the accounts in accordance with the organisation’s banking mandates. This update reflects the changes to the Chairperson and Finance portfolio holders”.

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*b.) Operations – Stephen Grundlingh*

- Kwaiwater camera project remains on track. One site still to be installed overlooking Die Gang. Host property still to be identified.
- Control Centre: the new CC is complete and was launched at a successful event held on 20 November 2025.
- Peace officer proposal: the board agreed to make a new proposal to the Overstrand Municipality to assign a Peace Officer to work with the SRA's.
- Operational performance remains stable with no critical incidents.

*c.) Cleansing – Ann Wright*

- Seasonal pressures were highlighted, including overflowing bins, sand accumulation, and the need for intensified municipal waste services. HPP will request additional municipal enforcement regarding dogs, leashes, and non-compliance along the cliff path.
- Access control: HPP has received requests from the Cliff Path Action Group to lock the access gates to the new section and from Kari Brice (Ward 3 Councillor) to control access to the beach toilets. Both requests were considered unfeasible due to safety risks and the additional demands this would place on patroller resources.

*d.) CBD – Fransien Koegelenberg*

- Kiosk relocation for Grotto Beach during the festive season was confirmed.
- A request was received from Trevor Edwards for assistance in monitoring the Swallow Park area during its development. HPP continues to monitor the park and surrounding areas in response to prior concerns raised.

*e.) Stakeholders – Philip-Ben Kotze*

- Mr Kotze was absent, and no formal report was presented.

*f.) Education – Peter Doble*

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- Cliff Path Management Group has undertaken to update all the Cliff Path signage, HPP will be on the new signage as an emergency resource.
- HPP will continue to address the public perception of safety in Hermanus. A special focus on mandate and limitations as well as the necessity to report crime to SAPS.
- Work will continue with tourism stakeholders and local media to inform of risks.

*g.) Industrial: Wiaan Bishop*

- Concerns have been raised regarding road conditions, litter and pavement damage in the Industrial Zone. HPP will continue to raise the issues to the Municipality via the Collab App. Mr Bishop will continue to address these issues with the Ward 4 Councillor, Mr Ronald Nutt.

## **9. Progress on Appointment of Service Providers**

All appointments have been completed. A minor contractual matter regarding Fidelity-ADT will be addressed offline with the relevant directors.

## **10. Strategic Issues**

All strategic objectives for the current cycle have been completed, including occupation of the new control centre. A strategic review session will be scheduled in early 2026.

## **11. General**

*a. Admission of New Members*

One (1) new ratepayer applied to be a member of the HPP NPC. A total of 260 voting members is registered. The full list of registered voting HPP NPC members is available on the HPP website.

*Ordinary Resolution 3:*

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**“IT WAS RESOLVED THAT** the admittance of one (1) new member, K Butler be approved”.

*b. Crime Reporting*

Addressed under 8 f – Education.

*c. Voëlklip Cameras – 9<sup>th</sup> and 10<sup>th</sup> Street*

Stephen Grundlingh brought to the Board’s attention an issue regarding a donor who contributed two cameras but expected direct access to the feed. The Board noted that, in line with HPP policy, individual access cannot be granted, as doing so would set a precedent for all donors. Stephen will formally respond to the donor. The donor may either comply with HPP policy or, if they wish, remove the cameras. Should the cameras be removed, HPP must formally inform residents that the area will no longer be monitored.

*d. Appointment of the Municipality’s Representatives*

On 11 November, HPP formally requested that the Executive Mayor appoint the Municipality’s representatives (ward councillor and alternate) to serve as observers on the HPP Board, in terms of the Overstrand Municipality: Special Rating Areas By-law (2015) and the Special Rating Area Policy (effective 1 July 2024). The Executive Mayor indicated verbally who will be appointed at the HPP launch held 20 November. The Board noted that HPP awaits formal written confirmation to ensure compliance with the governance framework.

**12. Next Meetings**

The next Board meetings are scheduled for Monday, 9 March 2026, Monday, 1 June 2025, 7 September 2026 and 7 December 2026.

**13. Close**

The meeting adjourned at 11:38.