



MINUTES

Pinelands Community Improvement District Members Meeting 2024 Pinelands Club, Pinelands, 18.00, 6 November 2024

1. Attendance

All those attending registered upon entry.

2. Invitees

Marsha Van der Poel (Head: City Improvement Districts – Spatial Planning and Environment).

3. Voting

All members present received a voting form upon arrival.

4. Apologies

David Owen

5. Members

Current membership is 434.

6. Quorum

It was noted that 44 members were required to attend for the meeting to be quorate. With 58 members attending and 5 proxies granted to the chair of the meeting, quorum was established.

7. Approval of Agenda

The agenda (available on the Pinelands CID website, www.pinelandscid.co.za) was approved as circulated by show of hands.

8. Minutes of previous meeting

A question was asked on the advertising of directors posts. CID directors described the process followed. The City of Cape Town representative committed to giving the question of advertisement of directors posts attention.

The minutes of the 2023 Annual General Meeting (available on the Pinelands CID website, www.pinelandscid.co.za) were approved by show of hands.

Matters arising: it was confirmed that the process of appointing additional directors and splitting the roles of chairperson and finance director has been completed.

9. Chairperson's update & Feedback on operations

The Pinelands CID management team was able to complete the critical registration steps required for operation, including registering a new company, achieving tax and VAT registration, as well as registration on Government's central vendor data for submission to the city within six weeks of the Pinelands CID's official start on 1 July 2023.

- Full completion of Public Safety patrols running in November 2023.
- Daily cleaning and greening activities initiated in December 2023.
- The first of Pinelands CID's additional public safety cameras were installed in late January 2024.
- The Pinelands CID achieved an unqualified audit in its first year of operation.
- Current CID Board:
 - John Britz handling Finance (Co-Opted)
 - Marilyn McNamara handling Environmental (Co-Opted)
 - Aslam Clarke handling Public Safety (Elected)
 - Sandy (Alexander) McGuffog – Chair (Elected)

The chair provided thanks to the following:

- Fellow board members
- David Owen, ex-steering committee member and subsequently director of Maintenance and Cleansing services.
- Yazied Davids ex-steering committee member and subsequently director of Social Development, now operations manager.
- Paul Rist ex-steering committee member and operations manager of the CID for the first year of operation.
- The PRRA and Councilor Davids for their unwavering support.
- To many others including our vendor teams that contributed to the success of the CID's first year of operation.

10. Operations Report 2023-24

The Directors presented an update on the activities of the board over the 2023-2024 financial year. Individual reports were presented on the areas of Public Safety, Social Development, Maintenance & Cleaning, Environmental Upgrades and Finance.

11. Approval of Annual Report 2023-2024

Questions were raised on the topic of the City of Cape Town's service levels and CID's role as a "top-up" provider, and the impact of this on the CID's budget. CID directors explained the situation as regards the City of Cape Town's service levels, and indicated that this topic remains under discussion with the City.

The annual report 2023-2024 (available on the Pinelands CID website, www.pinelandscid.co.za) was approved by show of hands.

12. Noting of annual financial statement 2023-2024

The audited annual financial statement 2023-2024 (available on the Pinelands CID website, www.pinelandscid.co.za) was approved as noted by show of hands.

13. Approval of additional surplus funds utilisation for 2024-2025

The members of the Company approved additional surplus funds utilisation for 2024-2025 (available on the Pinelands CID website, www.pinelandscid.co.za) by a show of hands.

14. Approval of additional surplus funds utilisation for 2025-2026

The members of the Company approved additional surplus funds utilisation for 2025-2026 (available on the Pinelands CID website, www.pinelandscid.co.za) by a show of hands.

15. Approval of budget 2025-26

The Financial director presented an overview of the proposed budget for the next financial year 2024-2025 (available on the Pinelands CID website, www.pinelandscid.co.za) which was shared with members and property owners ahead of the meeting.

The members of the Company approved the proposed budget for 2024-25 by a show of hands.

16. Approval of implementation plan for 2025-26

The Implementation Plan for 2025-26 was shared with members and property owners ahead of the meeting, details of which can be found on the Pinelands CID website, www.pinelandscid.co.za.

The members of the Company approved the Implementation Plan for 2025-26 by a show of hands.

17. Appointment of Auditors

The board confirmed the appointment of PragmaKonsult as the Company's auditors for the financial year 2024-25.

The members of the Company approved their appointment by a show of hands.

18. Confirmation of Company Secretary

The board proposed the appointment of Cecil Kilpin & Co as company secretary.

The members of the Company approved this appointment by a show of hands.

19. Election of Board Members

The members of the Company elected John Britz, Colin Lee, Alexander (Sandy) McGuffog and Marilyn McNamara as directors of the Company by a show of hands.

20. Questions and Answers

The Board answered various questions raised by members and property owners present as summarized below.

On the topic of Mowing: The City of Cape Town conducts mowing operations 6 times a year. Councilor Davids advised that Pinelands CID was instructed to stop all mowing until the City's contractor completes their schedule. The City does not mow all areas and verges. CID have approached the Parks Department to mow areas not on their list.

On the topic of displaced people near the train line: Biovac bought the property and was asked by the COCT to secure it. There is also a CCTV cameras in the area.

On the topic of fines issued by Law Enforcement: Residents have been receiving fines from the LE. A resident requested that additional training be given on bylaws.

On the topic of the Business Plan: A request was made to publish the process of amending the business plan. A request was also made to discuss proposals to change the business plan. Members can book a 15-minute slot at board meetings to present their proposals. The CID committed to publishing a simplified description of the process on the CID website

On the topic of Statistics: A request was made to publish crime statistics on the website.

On the topic of displaced people in Pinelands: An RFP has been published to identify a suitable service provider.

On the topic of Auditors: A resident stated that he did not receive a response to his email about his company conducting the audit. CID directors explained the process by which the current auditor was appointed, and invited the resident to submit a proposal prior to the next AGM.

On the topic of Youth: CID has met with service providers for quotes to make playgrounds safe.

On the topic of Law enforcement and Traffic: It was noted that at the time of a previous meeting Law Enforcement officers were not fully equipped. The officers have since attended all training sessions and are fully equipped. An application for a branded Law Enforcement vehicle has been submitted.

On the topic of Control Room responses: A query was made for the frequency of calls and the SLA to respond. It was confirmed that there has been an increase in the number of calls to the control room.

On the topic of cameras: A resident wanted to know when the additional cameras would be installed. Additional cameras will be installed in this financial year. Budget was approved for more cameras to be installed.

On the topic of the proposed dog park: CID have engaged with the City.
Feedback will be given as soon as there are updates from the City's team.

21. Adjournment

The meeting was adjourned by the Chair at 20h10.

Signed:
2024

Date: 13 November

Chairperson: Alexander McGuffog