Northpine City Improvement District

Members Meeting

**minutes**

# 11 October 2018

**Northpine Primary School, Northpine**



**Agenda of Meeting**

1. Registration
2. Welcome and Apologies

2.1.1 resignations

2.1.2 new members

2.2 Quorum to constitute meeting

1. Approval of previous members meeting minutes
2. Approval of agenda
3. Chairman’s Report
4. Noting of Audited Financial Statements 2017-2018
5. Approval of budget 2019-2020
6. Approval of implementation plan 2019-2020
7. Appointment of auditors
8. Confirmation of company secretary
9. Election of Board Members
10. General Q & A
11. Adjournment
    * + 1. **Registration**

As per attendance registers

* + - 1. **Welcome and Apology**

Mr. Mark Smith opens up at 19h30 and informed residents that we do not have a quorum as yet. Current membership was at 113, and in order for the AGM to proceed we needed 23 members. Meeting proceeded at 20h10.

Mr. Mark Smith thanks all members and non-members for their patience. Mr. Mark Smith introduces Ms. Adelaide Adams the minute taker, Mr. Eddie Scott (City of Cape Town), Joepie Joubert (City of Cape Town) and special thanks to councillors Mr. Aldermann Grant Twigg and Mrs. Brenda Hansen. MS confirmed to all members and non-members that all information provided on the presentation is placed on the website.

* + - 1. **Approval of previous members minutes**

Mr. Mark Smith informed all members that the previous minutes of a meeting were uploaded onto the website and also presented. Mr. Mark Smith asked members if the previous minutes were accepted.

**Acceptance of Financial Report**

Mrs. Beona Radcliffe – Accepted

Mr. Henri Fortuin – Seconded

* + - 1. **Approval of Agenda**

Mr. Mark Smith informs residents of the Agenda and items that will be taking place during the course of the AGM.

* + - 1. **Chairman’s Report**

Mr. Lindsay Schereka welcomed all residents to the second AGM of NCID. Mr. Lindsay Schereka noted that NCID does have its challenges and thanked directors for their unselfish dedication during the past year. Mr. Lindsay Schereka thanked residents for their support and informed them that NCID listens and notes their concerns.

Mr. Lindsay Schereka informed residents with regards to the finances that a local accountant was appointed from Northpine who ensures that our finances handled correctly on a monthly basis. The budget for 2019/2020 financial year which leaves a minimal cost spent on what may be necessary in the future. Mr. Lindsay Schereka informed that currently we have spent R 522 689.00 on cameras within the Northpine area of which R 125 000.00 was donated from Garden Cities. Mr. Lindsay Schereka informs residents that NCID had to take the depreciation over the useful life of 5 years instead of 3 years as the costs implicated over a 3 year period was much more than our budget allowed.

Residents were informed that cleansing costs has been moved to social upliftment since it is not a project but an on-going activity.

Mr. Lindsay Schereka informed residents that we are heavily dependent on our security service provider SJC, SAPS, Law Enforcement and Metro Police. NCID in its efforts try and keep crime to a minimal by security patrolling on foot, vehicle patrol and an effective camera monitoring system. NCID currently has 31 cameras throughout Northpine where all are in working order. With the LPR (Licence Plate Recognition) camera NCID along with SJC & SAPS has caught a suspect connected to a kidnapping case. Stats were also presented from August 2017 – September 2018. Completed presentation and Chairman’s report will be made available on the website.

* + - 1. **Noting of Audited Financial Statements 2017/2018**

Mr. Mark Smith reviewed the audited report only informing residents of most important pages in the audit report. The pages in the presentation were given by hand to residents. Mr. Mark Smith informed that we are looking to install cameras in side streets and near schools but currently the budget doesn’t allow for this to happen just yet. Mr. Mark Smith reiterated that the lifespan of NCID assets have also caused a major dent the budget.

**Acceptance of Financial Report**

Mr. Henri Fortuin – Accepted

Mrs. Beona Radcliffe – Seconded

* + - 1. **Approval of budget 2019/2020**

Mr. Mark Smith reviewed the budget for 2019/2020 and explained that the cost of the complete budget is R 2 116 065.00. Mr. Henri Fortuin enquire what we do with regards to the Advertising and Marketing costs, Mr. Mark Smith explained that advertising costs would usually be used for flyers such as for the AGM and Night Market. Mr. Mark Smith informed that provision was made for travelling as Directors and Manager does not only travel in Kraaifontein but to City as well.

Mr. Shaun Onverwacht questioned on what basis should members be happy with the budget? The timing of the budget is nor correct as we only have 3 months in a year, yet again no information was provided. Mr. Joepie Joubert informed Mr. Shaun Onverwacht that the City acts in terms of the SRA policy. Mr. Af Deany requested that next AGM bank statements should be presented. Mr. Mark Smith informed that the complete audit report can be viewed on the website which was checked by the auditor and City and there were no discrepancies listed.

Mr. Fortuin advised that he is not happy with the 2019 budget and that the strategic plan for 5 years shouldn’t be reviewed every year. Mr. Shaun Onverwacht advised that the implementation plan cannot promise the same thing it needs to be amended as we go along. Mr. Joepie Joubert advised that the 5 year budget hasn’t changed but each year the line items indicating how the budget will be spent must be reviewed and aligned. The amounts are per the budget plan but the implementation plan cannot be removed or changed only comments can be entered in respect of year 1. However, for year 2 to 5 the budget is reviewed and a new implementation plan is created per year. The implementation plan was agreed to at the first AGM.

**Acceptance of budget**

Mr. Henri Fortuin – Accepted

Mr. Anton Peacock – Seconded

* + - 1. **Approval of implementation plan 2019-2020**

Mrs. Melissa Adriaanse read through the implementation plan and informed residents on what has been completed and what activities are on-going. Mrs. Melissa Adriaanse informed residents that the Night market did not receive good responses and therefore had to shift to date to the 29 November 2018.

Mr. Shaun Onverwacht suggested that the newsletter be printed. Mr. Mark Smith informed that the newsletter gets printed out and left at the shops for residence to collect. Mr. Shaun Onverwacht advised that we need to communicate effectively and that residents who are frail cannot go to the shop to get a newsletter. Mr. Russel Patience advised that there is at least one person in the household that has some form of access to internet; we cannot destroy the environment by printing thousands of paper when it gets thrown away.

Mrs. Melissa Adriaanse informed all members that MES cleaning services has been appointed to clean the Northpine area. MES is given NCID Bibs so that they are easily identifiable.

Mr. Russel Patience asked if anyone could get the NCID bibs. Mr. Mark Smith informed that the bibs are distributed in the mornings at the office and returned after each shift is complete. Mr. Russel Patience then questioned if Garden Cities was part of the implementation plan, Mr. Mark Smith advised that they are not but support NCID on request.

**Acceptance of Implementation plan**

Mr. Russel Patience – Accepted

Mr. Anton Peacock – Seconded

* + - 1. **Appointment of Auditors**

Mr. Mark Smith informed members that our auditors are Haumann and Rodgers and they have been appointed for the year and going forward.

* + - 1. **Company Secretary**

Mr. Mark Smith informed residents that NCID has not appointed a company secretary as yet. This will be done at a future Board meeting.

* + - 1. **Election of Board Members**

Mr. Mark Smith thanked Mr. Leon Brynard at Vredekloof City Improvement District for his expertise and assistance and his availability when needed. Mr. Leon Brynard informed the members that he would be the electoral officer, and the board would decide on the portfolios for the elected directors. 3 Directors resigned and Mr. Curvin Engel (Safety and Security) was available for re-election. The following members were nominated:

**Acceptance of nomination as board members**

Mr. Anton Peacock – Accepted

Mrs. Beona Radcliffe – Accepted

Mr. Henri Fortuin – Declined

Mr. Russel Patience - Declined

Mr. Mark Smith informed that Mr. William Swartbooi will be leaving Northpine and thanked him for his dedication and time. Mr. Mark Smith welcomes new board members.

Mr. William Swartbooi thanked the board and members informed all about the 80/20 principle, 80% of people will complain and 20% work on it. Mr. William Swartbooi informs residence of Northpine to come on board and do the work.

Mr. Mark Smith thanks Mr. Joepie Joubert and Mr. Eddie Scott from the City of Cape Town; Mrs. Brenda Hansen and Mr. Aldermann Grant Twigg Councillors and Mr. Leon Brynard from the Vredekloof City Improvement District for assistance and help to residence. Mr. Mark Smith urges residents to pay their levies and thanks them for keeping NCID on their toes.

Special thanks to Operational Manager Mrs. Melissa Adriaanse for contribution and hard work.

***Meeting adjourned 22h30***