



Minutes – Board Meeting 24th June 2021

1. Meeting Protocol

1.1. Welcome and Apologies.

Attending in person – Francois Laurence (FL), Arndt Mittendorf (AM), Renaldo Lorio (RL), Loraine Maritz (LM), Sanett Uys (SU), Sarah Green (SG)

Attending online – Louise Ferreira (LF), Chris van Rooyen (CvR), Maryke Malherbe (MM), Hermann Nel (HN), Liesl Smit (LS), Christiana Groenewoud (CG)

Apologies – DeJongh Borchardt (DB), Andrea Crouse

1.2. Declaration of Directors

No declarations needed as no board decision for sign off.

1.3. No conflict of interest

1.4. Approval of previous minutes and action points

Approval of minutes done.

1.5. Quorum required.

Not applicable

1.6. Directors' virtual attendance

Not applicable as no resolution signed off in this meeting.

1.7. Meeting dates for 2021

Dates for 2021 changed and rectified on the website.

Request for 6 weekly board meetings when possible.

2. Public safety – AM/ CvR

2.1. Gazania St Cameras

AC against the integration of the cameras to WCID control room. Pole 1&2 currently operational and integrated but this could be pulled. Discussions with Barry Schuller (CoCT) for resolution.

Pole 3 will continue and be integrated independently.

2.2. Fencing of Saffraan loop.

On track on timeline.

Further feedback after AM meeting with Vincent Harris (Roads & Storm Water Dept).

Public participation program necessary to complete the project with gates. This applies to all fencing applications.

2.3. Control room update

Action points:

- Arming of PSO – AM to forward Standard Operations Procedure to LF for her review. LF to clarify if terms of contract need to be amended and signed off by the Board.
- Front Window AM – replace front window with CID logo – Design by mid-July, replaced by mid-August.
- Jip de Jager LPR camera project – camera purchased, installation in planning.
- IT infrastructure – NVR (Network Video Recorder) upgraded in control room with additional 64 channel unit added to 32 unit on hand. Project complete & signed off.



Minutes – Board Meeting 24th June 2021

3. Cleaning – LM

3.1. Welgemoed Entrance Sign.

On hold until the encroachment (Mr Walden) is corrected. LF emailed Property dept but no response.

Action point:

- To be clarified and due date set.

3.2. Composting Poopie Bins

To be removed from agenda until it becomes a project.

3.3. Doggy Park

Lincoln Park not suited due to a lack of parking space/traffic concerns in Lincoln Road. Kirsten Buchorn is still driving project – a meeting with AM and LM proposed. Alternative park to be considered and tabled once concept plans with in-principal approvals are obtained from relevant municipal departments.

3.4. Entrance Garden

Awaiting completion of pavement repairs by CoCT Vincent Harris.

4. Greening – LF

4.1. Audit of all erven bordering public open spaces.

Action point:

- LF to follow up on meeting request with the Property Dept. Determine status of encroachments and to obtain up to date list of lease agreements with property owners. Due date not set.

4.2. Applications from residents to purchase parts of Imhoff & van der Merwe Circle parks

4.3. Concept plan per park

Not complete. Themed parks, multi-generational spaces, encourage community building.

Action points:

- LF to circulate plans concept plans next week and board to give feedback via email.
- LF to publish conceptual plan in info graphic format for all Welgemoed parks/green areas on the website – before July 2021 newsletter.

5. Social Responsibility – LS

5.1. Homeless people living in Welgemoed.

Recommendation report from MES - MES suggestion to provide an outreach worker for 2 months to test the concept, decision needs to be made to go ahead with this.

5.2. MES voucher booklets



Minutes – Board Meeting 24th June 2021

Vouchers on sale in Alchemy

- 5.3. Covid registration vaccination drive
Volunteers assisted elderly with registrations, venue NG Kerk, Dias St, Welgemoed
- 5.4. SOS Trust
24 food hampers to be distributed quarterly, WCID committed to support the project but not own the project.
- 5.5. Community development courses
A poll to be put in Facebook to determine which course to prioritise. A champion, to be identified, to run with this.
AM suggested to look at broader scope of social development i.e. development programs for youth.
Action point:
 - Brainstorm boundaries of social development, in a separate forum, to determine scope.

6. Community Drive - FL

- 6.1. Planned events postponed.
Except for the Golf course run/walk
- 6.2. Supporting local businesses – local directory
In progress – owner to be agreed and reason for delay.

7. Communication – portfolio owner?

Action point:

- It was confirmed that WCID manager is responsible for content gathering with all portfolio leads, SU is responsible for the creation of the content and DB is responsible for copy review in general.

7.1. Website

AM to do an assessment and propose changes to be made to information content.

Action points:

- AM to consolidate and document proposed changes. Including recommendations from each portfolio holder, and HN's input around governance. Due date – Thursday, 8 July 2021.
- AM to give HN & City feedback on what is not compliant on the WCID website.

7.2. CID info handbook (CID for Dummies)

Not a priority – placed on back burner.

7.3. Social Media – security news

AM – policy send out about how we report security issues.

SU – communication deadlines need to be kept or it will not happen.

Action points:



Minutes – Board Meeting 24th June 2021

- AM to do framework driving for the weekly/monthly social media points. Help SU to get pointers for the newsletter.

8. Ward and Surrounding areas

8.1. Feedback from LM on ward meeting

- Many officials are sick with Covid
- Solid waste and parks department affected by Covid
- 3 waste trucks burnt down in Gugulethu / Langa
- City budget has been cut for next year, only money for the necessities.
- R300,000 allocated to clean the dams and rivers in our area
- Transnet land behind Willowbridge, request put in to push the handover process.

Action point:

- LM - get a formal understanding of what the Transnet land plans are, and in response, a formal letter of support from WCID.

9. Governance

HN to lead governance effort, what we need to do by when within the CID/City framework

9.1. Finance – budget - year to date & actual.

We are way underspent in most areas. No money spent on social responsibility and greening. Money spent on cleaning, and security is on budget.

Action points:

- Add a variance column in the next report.
- Allocation of some funding to the greening project, where can we allocate funding that will help Welgemoed as a whole e.g. Chipper project.
- Take away session to relook at the current budget and the possibilities of reallocation while still being compliant with the City contract.

9.2. Monthly cost report.

AM will send on further information should anyone want to see it.

Action point:

- FL, AM, RL, LF, MK to have a session to look at the figures now and into the next financial year.

9.3. AFS audit

PKF to do the audit, waiting for them to confirm when the audit will happen.

Action point:

AM – to connect MM to Jan Kotze (audit partner) at PKF

9.4. Budget 2022/23

To be discussed at the cost report meeting, AM to report back to portfolio holders with detailed budgets as required.

9.5. CID liaison/CID forum meeting

AM to attend a meeting next week.

RL raised concern about the Procurement Procedure Policy to be finalized yet.



Minutes – Board Meeting 24th June 2021

Action points:

- Procurement Policy from both LF & RL to be reviewed, consolidated, and signed off. Due Date – Friday, 2 July 2021

10. Administration

10.1. Project planning & reporting protocol

Action point:

- AM - Project plan template to be drafted: Project name & description / justification, who owns it, cost, timeline, completion and sign off.

10.2. Manager Vacancy

160 applicants, short list to be compiled. Interviews August/Sept

11. General

- #### 11.1. Crime stats to be included in the agenda pack next month and updated each meeting. Essential stats to be published on the website and regularly updated.

CLOSE – 20:45

NEXT MEETING – Thursday, 29 July 2021