

## DRAKENSTEIN MUNICIPALITY

## MINUTES: MAYORAL COMMITTEE

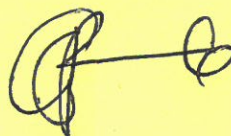
ORDINARY VIRTUAL MEETING HELD ON WEDNESDAY 22 SEPTEMBER 2021 AT 10:00.

**PRESENT:** The Executive Mayor, Ald C J Poole (Chairperson)  
The Deputy Executive Mayor, Ald G C Combrink

**Councillors:** Ald J F le Roux  
M A Andreas  
C Kearns  
E Gouws  
Adv J Miller  
Ald R Smuts  
L P Mokoena  
L T van Niekerk  
R H van Nieuwenhuyzen  
L Cyster

**Also Present:** Cllr A C Stowman (Speaker)  
Ald R A Koegelenberg (Chief Whip)

**Officials:** Dr J H Leibbrandt (City Manager)  
Mr B Brown (Chief Financial Officer)  
Mr G Esau (Executive Director: Community Services)  
Mr S Johaar (Executive Director: Corporate Services)  
Ms J Samson (Executive Director: Planning, Development and Human Settlements)  
Mr C Lötz (Acting Executive Director: Engineering Services)  
Ms R Jaftha (Chief Audit Executive)  
Ms N October (Senior Manager: Legal and Administrative Services)  
Ms R Geldenhuys (Manager: Communication and Marketing)  
Ms C September (Manager: IDP)  
Mr G Dippenaar (Chief Risk Officer)  
Ms W Prins (Performance Management Officer)  
Mr F P Goosen (Manager: Administrative Support Services)  
Mr P January (Senior Administrative Officer)



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
22 SEPTEMBER 2021

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**1. LEAVE ARRANGEMENT AND NON-AVAILABILITY OF COUNCILLORS AND SENIOR MANAGEMENT**

Mr M Wüst: Executive Director: Engineering Services - Leave.

**2. ANNOUNCEMENTS BY THE EXECUTIVE MAYOR**

The Executive Mayor announced that plans will be communicated as to further measures to assist indigent households.

**3. DECLARATION OF INTEREST BY COUNCILLORS/OFFICIALS**

None.

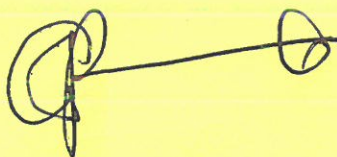
**4. CONSIDERATION OF URGENT MATTERS, REPORTS, COMMUNICATIONS AND PETITIONS**

None.

**5. CONFIRMATION OF MINUTES**

The minutes of the following meetings of the Mayoral Committee were **confirmed as correct:-**

- i. Ordinary virtual meeting held on 18 August 2021;
- ii. Ordinary virtual meeting held on 25 August 2021; and
- iii. Confidential ordinary virtual meeting held on 25 August 2021.

A handwritten signature in black ink, consisting of a large, stylized initial 'P' followed by a horizontal line and a small circle at the end.

## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
22 SEPTEMBER 2021**6. CORPORATE SERVICES**

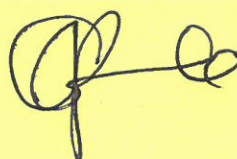
<b>6.1 FINAL APPROVAL: RENEWAL OF LEASE OF OFFICES SITUATED ON A PORTION OF ERF 3952, (PAARL TOWN HALL) MAIN STREET, PAARL TO THE ELECTORAL COMMISSION OF SOUTH AFRICA (WARD 4)</b>
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<b>FINALE GOEDKEURING: HERNUWING VAN VERHURING VAN KANTORE GELEË OP 'N GEDEELTE VAN ERF 3952 (PAARL STADSAAL) HOOFSTRAAT, PAARL AAN DIE VERKIESINGSKOMMISSIE VAN SUID-AFRIKA (WYK 4)</b>
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<b>ISIQINISEKISO SOKUGQIBELA: UKUHLAZIYWA KOKUQESHWA KWEE-OFISI EZIMISWE KWICANDELO LESIZA 3952, (KWIHOLO LWEDOLOPHU) MAIN STREET, PAARL KWIKHOMISHONI YONYULO YOMZANTSI AFRIKA (WADI 4)</b>
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**RECOMMENDED that**

1. In terms of Regulation 34 of the Municipal Asset Transfer Regulations read together with Paragraph 13 of the Asset Transfer Policy (2021), final approval be granted for the renewal of lease of office space (3 offices and a kitchen) situated on a portion of Erf 3952, Main Street, Paarl, also known as the "Paarl Town Hall" to the Electoral Commission of South Africa, subject to the normal lease conditions as well as the following further conditions:
  - 1.1 The property will be leased at a market related rental amount of R13 242.53 per month (VAT excluded, inclusive of municipal services consumed, including a 6% per annum escalation);
  - 1.2 A lease period of 5 (five) years will apply as from 1 January 2022;
  - 1.3 The subject property only be used for office purpose and no other purpose;
  - 1.4 All existing lease conditions remain applicable; and
  - 1.5 All administrative, legal and technical requirements be adhered to.
2. It be noted that the proposed renewal of lease was advertised in the local press for objections, comments, representations and counter proposals/offers from other interested parties, and that none was received; and



## DRAKENSTEIN MUNICIPALITY

**MINUTES: MAYORAL COMMITTEE**  
**22 SEPTEMBER 2021**

3. In terms of paragraph 13 of the Asset Transfer Policy, the property be leased by way of direct negotiation as the transaction entails a renewal of an existing lease agreement and also as the office space is required by a Chapter 9 (Constitution of RSA) institution for official purposes. Furthermore a competitive process was followed during which other parties had the opportunity to submit an application. None were received.

Meeting: Mayco 22/09/2021	Submitted by Department: Corporate Services		
Ref No: 15/4/1 (3592) P	Author/s: N Williams		
Coll No: 1775980	Referred from: Corp Portf-1/9/2021		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>

<b>6.2 COMBINED ASSURANCE POLICY</b>
<b>GEKOMBINEERDE VERSEKERINGSBELEID</b>
<b>UMGAQO - NKUBO WOKUHLANGANISA UQINISEKISO</b>

**RECOMMENDED that**

The Combined Assurance Policy be approved.

Meeting: Mayco 22/09/2021	Submitted by Department: Risk Management		
Ref No: 3/P	Author/s: G Dippenaar		
Coll No: 1780762	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
22 SEPTEMBER 2021**7. FINANCIAL SERVICES**

<b>7.1</b>	<b>INDIGENT HOUSEHOLD STATISTICS REPORT AS AT 31 AUGUST 2021</b>
	<b>DEERNIS HUISHOUDING STATISTIEKE VERSLAG SOOS OP 31 AUGUSTUS 2021</b>
	<b>INGXELO YAMANANI YEZINDLU ZAMAHLWEMPU NGOBUNJALO NGOMHLA 31 EYETHUPA 2021</b>

**RESOLVED that**

The report be noted.

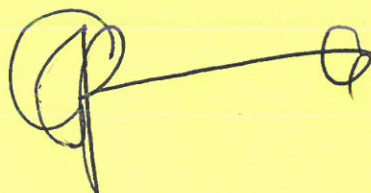
Meeting: Mayco 22/09/2021	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: A Abrahams
Coll No: 1785911	Referred from: Finance Portf – 22/09/2021
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>

<b>7.2</b>	<b>MUNICIPAL EMPLOYEES OUTSTANDING DEBT REPORT AS AT 31 AUGUST 2021</b>
	<b>MUNISIPALE WERKNEMERS UITSTAANDE SKULD VERSLAG SOOS OP 31 AUGUSTUS 2021</b>
	<b>ITYALA LABASEBENZI BAKWA MASIPALA NGOKWE NGXELO KA 31 EYETHUPA 2021</b>

**RESOLVED that**

The content of the report and the actions implemented by the City Manager, be noted.

Meeting: Mayco 22/09/2021	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: A Abrahams
Coll No: 1784430	Referred from: Finance Portf – 22/09/2021
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
22 SEPTEMBER 2021

<b>7.3 COUNCILLORS' OUTSTANDING DEBT REPORT AS AT 31 AUGUST 2021</b>
<b>RAADSLEDE SE UITSTAANDE SKULD VERSLAG SOOS OP 31 AUGUSTUS 2021</b>
<b>INGXELO YAMATYALA YOCEBA NGOBUNJALO NGOMHLA 31 EYETHUPA 2021</b>

**RECOMMENDED that**

The report be noted.

Meeting: Mayco 22/09/2021	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1784432	Referred from: Finance Portf – 22/09/2021		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>

<b>7.4 DRAKENSTEIN OUTSTANDING COUNCIL PROPERTY LEASE REPORT AS AT 31 AUGUST 2021</b>
<b>DRAKENSTEIN UITSTAANDE RAADSEIENDOM HUUR VERSLAG SOOS OP 31 AUGUSTUS 2021</b>
<b>INGXELO YAMATYALA EPROPATI YEBHUNGA LASE DRAKENSTEIN NGOBUNJALO NGOMHLA WE 31 EYETHUPA 2021</b>

**RESOLVED that**

The report be noted.

Meeting: Mayco 22/09/2021	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1784433	Referred from: Finance Portf – 22/09/2021		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>

## DRAKENSTEIN MUNICIPALITY

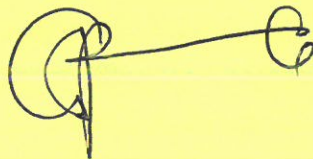
MINUTES: MAYORAL COMMITTEE  
22 SEPTEMBER 2021

<b>7.5 APPOINTMENT OF VALUATION APPEAL BOARD MEMBERS: GENERAL VALUATION 2020</b>
<b>AANSTELLING VAN WAARDASIE APPÈLRAADSLEDE: ALGEMENE WAARDASIE 2020</b>
<b>UKUQESHWA KWAMALUNGU EBHODI YOKUFAKWA KWESIBHENO SAMAXABISO: UXABISO NGOKUBANZI 2020</b>

**RECOMMENDED that**

1. Council takes note of the contents of the report; and
2. Council supports the recommendation to the MEC for the Local Government that the candidates as listed below be appointed as members of the Valuation Appeal Board:
  - 2.1 Chairperson: Mr Fred van Wyk (Attorney)
  - 2.2 Members: Mrs Henriette Marina Jacobs;  
Mr Francois le Roux;  
Mr Nicolaas Hendrick Marais; and  
Mrs Maria de Villiers.

Meeting: Mayco 22/09/2021	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Abrahams		
Coll No: 1785828	Referred from: Finance Portf – 22/09/2021		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
22 SEPTEMBER 2021

**7.6 LOCAL GOVERNMENT MUNICIPAL PROPERTY RATES ACT: SECTION 15(3)(A) AND 15(3)(B) REPORT ON REBATES, REDUCTIONS, EXEMPTIONS AND INCOME FOREGONE DURING THE 2020/2021 FINANCIAL YEAR**

**PLAASLIKE REGERING MUNISIPALE EIENDOMSBELASTINGSWET: ARTIKEL 15(3)(A) EN 15(3)(B) VERSLAG RAKENDE KORTINGS, VERLAGINGS, VRYSTELLINGS EN INKOMSTE VERBEUR VIR DIE 2020/2021 FINANSIËLE BOEKJAAR**

**UMTHETHO WERHAFU YAMASIPALA KARHULUMENTE WASEMAKHAYA: ICANDELO LE-15(3)(A) NO-15 (3)(B) INGXELO YENTLAWULO, UKUNCIPHISWA, UKUXOLELWA KUNYE NENGENISO YONYAKA-MALI KA-2020/2021**

**RECOMMENDED that**

Council take note of the rebates, reductions, exemptions and income foregone amounting to R137,284,525.42 granted to consumers in terms of Section 15(1)(a) and 15(1)(b) of the Local Government Municipal Property Rates Act for the 2020/2021 financial year.

Meeting: Mayco 22/09/2021 Ref No: 9/1/1/4 Coll No: 1784953	Submitted by Department: Financial Services Author/s: A Abrahams Referred from: Finance Portf – 22/09/2021		
<b>PAR:</b>	<b>ACTION:</b>	<b>RESPONSIBLE DEPARTMENT:</b>	<b>DUE DATE:</b>

**7.7 DRAKENSTEIN OUTSTANDING DEBTORS REPORT AS AT 31 AUGUST 2021**  
**DRAKENSTEIN UITSTAANDE DEBITEURE VERSLAG SOOS OP 31 AUGUSTUS 2021**  
**INGXELO YAMATYALA ASE DRAKENSTEIN NGOBUNJALO NGOMHLA**  
**31 EYETHUPA 2021**

**RESOLVED that**

The report be noted.

Meeting: Mayco 22/09/2021 Ref No: 9/1/1/4 Coll No: 1784476	Submitted by Department: Financial Services Author/s: A Abrahams Referred from: Finance Portf – 22/09/2021		
<b>PAR:</b>	<b>ACTION:</b>	<b>RESPONSIBLE DEPARTMENT:</b>	<b>DUE DATE:</b>



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
22 SEPTEMBER 2021

<b>7.8 REPORT ON TENDER AWARDS: AUGUST 2021</b>
<b>VERSLAG OOR TENDERTOEKENNINGS: AUGUSTUS 2021</b>
<b>INGXELO NGONIKEZELO LWETHENDA: EYETHUPA 2021</b>

**RECOMMENDED that**

1. The awards above R200,000 that were adjudicated by the Bid Adjudication Committee for the month of August 2021, be noted; and
2. The tenders and/or contracts and the reasons for the awards as recorded by the Accounting Officer in the departmental report, be noted.

Meeting: Mayco 22/09/2021	Submitted by Department: Financial Services
Ref No: 8/1/2/1	Author/s: C Hess
Coll No: 1785285	Referred from: Finance Portf – 22/09/2021
<u>PAR:</u>	<u>ACTION:</u>
<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>

<b>7.9 REPORT ON DEVIATIONS FROM PROCUREMENT PROCESSES: AUGUST 2021</b>
<b>VERSLAG VAN AFWYKINGS VAN VERKRYGINGSPROSESSE: AUGUSTUS 2021</b>
<b>INGXELO YOKUPHAMBUKELA KUNYE NOLUNGISO OLUNCINCI LOKUPHEPHELA KWINKQUBO ZOKUFUMANA: EYETHUPA 2021</b>

**RECOMMENDED that**

1. Council, in terms of paragraph 36(2) of the Supply Chain Management Policy, take note of the deviations and the reasons for the deviations for the amount of R3,180,308 (incl. VAT) for August 2021 as recorded by the Accounting Officer under the annexures attached to this report; and
2. The Chief Financial Officer record the accumulated deviation amount of R4,156,314 (incl. VAT) for the financial year in the notes to the 2021/2022 annual financial statements as required by legislation.

Meeting: Mayco 22/09/2021	Submitted by Department: Financial Services
Ref No: 9/1/1/5	Author/s: C Hess
Coll No: 1785263	Referred from: Finance Portf – 22/09/2021
<u>PAR:</u>	<u>ACTION:</u>
<u>RESPONSIBLE DEPARTMENT:</u>	<u>DUE DATE:</u>



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
22 SEPTEMBER 2021

**7.10 MUNICIPAL FINANCE MANAGEMENT ACT: SECTION 71 MONTHLY BUDGET MONITORING REPORT FOR AUGUST 2021**

**MUNISIPALE FINANSIËLE BESTUURSWET: ARTIKEL 71 MAANDELIKSE BEGROTING VERSLAGDOENING VIR AUGUSTUS 2021**

**UMTHETHO WOLAWULO LWEMALI KAMASIPALA: ICANDELO 71 INGXELO YOKUBEKA ESWENI ULAWULO LWABIWO-MALI LONYAKA EYETHUPA 2021**

**RECOMMENDED that**

1. The content of the section 71 monthly budget monitoring report for August 2021 and the supporting documentation be noted; and
2. It be noted that the section 71 monthly budget monitoring report for August 2021 was submitted to the Executive Mayor, National Treasury and Provincial Treasury on 14 September 2021, being the 10<sup>th</sup> working day after the end of August 2021.

Meeting: Mayco 22/09/2021	Submitted by Department: Financial Services
Ref No: 9/1/1/4	Author/s: A Viola
Coll No: 1786893	Referred from: Finance Portf – 22/09/2021
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>

**CONFIDENTIAL**


**7.11 WRITING-OFF OF IRRECOVERABLE DEBT REPORT – AUGUST 2021**

**AFSKRYWING VAN ONINVORDERBARESKULDVERSLAG – AUGUSTUS 2021**

**INGXELO YOKUCINYWA KWAMATYALA ANGAHLAWULWAYO – EYETHUPA 2021**

**See Confidential Minutes.**

Meeting: Mayco 22/09/2021	Submitted by Department: Financial Services
Ref No: 5/15/1	Author/s: A Abrahams
Coll No: 1784426	Referred from: Finance Portf – 22/09/2021
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPARTMENT:</u>
	<u>DUE DATE:</u>



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
22 SEPTEMBER 2021**7.12 WRITING-OFF OF IRRECOVERABLE DEBT – INSOLVENT AND DECEASED ESTATES ACCOUNTS****AFSKRYF VAN ONVERHAALBARE SKULD – INSOLVENTE EN BOEDELREKENINGE****UKUCINYWA KWAMATYALA ANGENAKUQHUBEKA – WATSHONA KUNYE NE AKHAWUNTI ZABANTU ABABHUBHAYO**

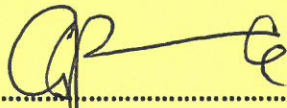
See Confidential Minutes.

Meeting: Mayco 22/09/2021	Submitted by Department: Financial Services
Ref No: 5/15/1	Author/s: A Abrahams
Coll No: 1782425	Referred from: Finance Portf – 22/09/2021
<b>PAR:</b>	<b>ACTION:</b>
	<b>RESPONSIBLE DEPARTMENT:</b>
	<b>DUE DATE:</b>

**8. URGENT MATTERS****DRINGENDE SAKE****IMIBA ENGXAMISEKILEYO**

None.

The meeting ended at 10:26.

**CHAIRPERSON:****DATE:**

13 October 2021

Confirmed with/without amendments.

PJ/rs



### Mayoral Committee Attendance Register

Date: 22 September 2021

Time: 10:00

Venue: Virtual

SURNAME	INITIALS	TITLE	SIGNATURE
POOLE Executive Mayor	C J	ALD	✓
COMBRINK Deputy Executive Mayor (Financial Services)	G C	ALD	✓
LE ROUX (Engineering Services)	J F	ALD	✓
ANDREAS (Rural Management)	M A	CLLR	✓
KEARNS (Environment, Parks and Open Spaces)	C	CLLR	✓
GOUWS (Social Services)	E	CLLR	✓
MILLER (Planning and Development)	J	ADV CLLR	✓
MOKOENA (Corporate Services)	L P	CLLR	✓
SMUTS (Public Safety)	R	ALD	✓
VAN NIEKERK (Sport, Recreation, Arts and Culture)	L T	CLLR	✓
VAN NIEUWENHUYZEN (Communication and Inter- Governmental Relations (IGR))	R H	CLLR	✓
CYSTER (Human Settlements and Property Management)	L	CLLR	✓
STOWMAN SPEAKER	AC	CLLR	✓
KOEGELENBERG CHIEF WHIP	RA	ALD	✓
RICHARDS LEADER OF OPPOSITION	AM	CLLR	—

Office of the / Kantoor van die  
CHIEFWHIP / HOOFSWEEP  
Cllr / Rdl R.A. KOEGELENBERG

Drakenstein

2021-09-22