

## DRAKENSTEIN MUNICIPALITY

## MINUTES: MAYORAL COMMITTEE (2)

ORDINARY MEETING HELD IN THE BIG COMMITTEE ROOM, FIRST FLOOR, CIVIC CENTRE, BERG RIVER BOULEVARD, PAARL ON WEDNESDAY, 27 JUNE 2018 AT 09:00.

---

- PRESENT:** The Executive Mayor, Clr C J Poole (Chairman)  
The Deputy Executive Mayor, Clr G C Combrink
- Councillors:** M A Andreas  
F Jacobs  
C Kearns  
J F le Roux  
J Miller  
L P Mokoena  
L T van Niekerk  
L Willemse
- Also Present:** Clr A Stowman (Speaker)  
Clr R A Koegelenberg (Chief Whip)  
Clr J Matthee (MPAC Chairperson)
- Officials:** Dr J H Leibbrandt (City Manager)  
Mr D Hattingh (Executive Director: Engineering Services)  
Mr G Boshoff (Executive Director: Community Services)  
Mr J Carstens (Chief Financial Officer)  
Mr S Johaar (Executive Director: Corporate Services)  
Ms R Jaftha (Chief Audit Executive)  
Mr D Delaney (Acting Executive Director: Planning and Development)  
Ms F Qebenya (Manager: IDP and Performance Management)  
Ms R Geldenhuys (Manager: Communication and Marketing)  
Mr G Dippenaar (Chief Risk Officer)  
Mr F P Goosen (Manager: Administrative Support Services)
- ABSENT:** Clr R H van Nieuwenhuyzen (apology) (sick leave)  
Clr R Smuts (apology)  
Ms L Waring (sick leave)



## DRAKENSTEIN MUNICIPALITY

**MINUTES: MAYORAL COMMITTEE  
27 JUNE 2018**

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

Clr R H van Nieuwenhuyzen : sick leave;  
 Clr R Smuts : apology; and  
 Ms L Waring : sick leave

**2. ANNOUNCEMENTS BY THE EXECUTIVE MAYOR**

None

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

None

**4. PROGRESS REPORT ON THE LOCAL SPATIAL DEVELOPMENT FRAMEWORK FOR KLAPMUTS**

VORDERINGSVERSLAG OOR DIE PLAASLIKE RUIMTELIKE ONTWIKKELINGS-  
 RAAMWERK VIR KLAPMUTS

INGXELO YENKQUBELA PHAMBILI NGESICWANGISO-NKQUBO SENGINGQI  
 SOPHUHLISO LWESITHUBA ESILUNGISELELWE IKLAPMUTS

**RESOLVED that**

1. The contents of this report be noted;
2. A workshop be organised with the Mayoral Committee and relevant Ward Councillors on the contents of the Draft Local Spatial Development Framework (LSDF) before a public participation process is embarked upon; and
3. A further report be submitted to the Mayoral Committee to present the Final Draft Local Spatial Development Framework (LSDF) of Klappmuts by December 2018.

Meeting: MC-27/06/2018	Submitted by Department: Planning and Development		
Ref No: 15/1/4	Author/s: A Roelf		
Coll Nr: 1308932	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>
1-3	Implement decision	ED Planning and Development	



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
27 JUNE 2018

5.	<b>PROPOSED ALIENATION &amp; RE-DEVELOPMENT OF ERF 2688, MBEKWENI FOR BUSINESS AND RESIDENTIAL PURPOSES TO SIYAYA RESTAURANT T/A CHIPPA'S PLACE VIA CALL FOR APPLICATIONS</b>
	<b>VOORGESTELDE VERVREEMDING &amp; HERONTWIKKELING VAN ERF 2688, MBEKWENI VIR BESIGHEIDS EN RESIDENSIËLE DOELEINDES AAN SIYAYA RESTAURANT WAT HANDEL AS 'CHIPPA'S PLACE' DMV VERSOEK VIR AANSOEKE</b>
	<b>ISINDULULO SOKUPHEPHELA KUNYE NOPHULISO KWAKHONA KWI SIZA 2688, EMBEKWENI KUSENZELWA USHISHINO KUNYE NOKUHLALA KWI SIYAYA RESTAURANT T/A CHIPPA'S PLACE NGENDLELA YOKUMEMA IZICELO</b>

**RECOMMENDED that**

The item be referred back for further consultation.

Meeting:	MC-27/06/2018	Submitted by Department:	Corporate Services
Ref No:	15/4/1 (2688) M	Author/s:	F Williams
Coll Nr:	1304825	Referred from:	
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

6.	<b>DOMESTIC STOCK AND SERVICES: DOMESTIC STOCK AND EQUIPMENT: ANNUAL STOCK TAKE REPORT FOR THE FINANCIAL YEAR ENDED 30 JUNE 2018</b>
	<b>BEDRYFSVOORRAAD EN DIENSTE: BEDRYFSVOORRAAD EN TOERUSTING: JAARLIKSE VOORRAAD OPNAME VERSLAG VIR DIE JAAR EINDIGEND 30 JUNIE 2018</b>
	<b>UBALO LWEMPAHLA KUNYE NENKONZO: ISITOKO SASEKHAYA KUNENEZIXHOBO: UBALO LWEMPAHLA LONYAKA OPHELA NGE 30 JUNI 2018</b>

**RECOMMENDED that**

1. The stock take report of 2018 and the ratification of the stock shortages, surpluses and write-offs (as indicated) be approved;
2. In terms of paragraph 5.3 of Council's Policy on Stock Management, Council take note of the stock report as recorded by the Accounting Officer; and



## DRAKENSTEIN MUNICIPALITY

**MINUTES: MAYORAL COMMITTEE**  
**27 JUNE 2018**

3. The Chief Financial Officer records the information in point 1 above in the notes to the Annual Financial Statements for the year ending 30 June 2018 as required by legislation.

Meeting: MC-27/06/2018	Submitted by Department: Financial Services
Ref No: 6/2/1 (2017/2018)	Author/s: K Carse
Coll Nr: 1315312/1317994	Referred from:
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPT:</u>
	<u>DUE DATE:</u>

<b>7. MUNICIPAL FINANCE MANAGEMENT ACT: SECTION 71 MONTHLY BUDGET MONITORING REPORT FOR MAY 2018</b>
<b>MUNISIPALE FINANSIËLE BESTUURSWET: ARTIKEL 71 MAANDELIKSE BEGROTING VERSLAGDOENING VIR MEI 2018</b>
<b>UMTHETHO WOKULAWULWA KWEMALI ZIKAMASIPALA: ICANDELO 71 NGENYANGA INGXELO YOKONGAMELA KOHLAHLA LWABIWO MALI YENYANGA KA MEYI 2018</b>

**RECOMMENDED that**

1. It be noted that the variance between the actual operating revenue (R1,901,186,339) and the pro rata budgeted operating revenue (R1,860,568,858) has a positive variance of R40,617,480 or 2.18%;
2. It be noted that the variance between the actual operating expenditure (R1,642,864,516) and the pro rata budgeted operating expenditure (R1,634,818,757) has a negative variance of R8,045,758 or 0.49%;
3. It be noted that the actual capital expenditure of R523,019,793 and the pro rata budgeted capital expenditure of R537,061,372 realised under spending of R14,041,579 or 2.61%;
4. It be noted that the actual capital expenditure of R523,019,793 represents 62.36% of the total capital budget of R838,669,081 after eleven months of the financial year;
5. It be noted that the actual and committed capital expenditure of R764,150,653 compared with the capital expenditure budget of R838,669,081 represent a spending percentage of 91.11% after eleven months of the financial year;



## DRAKENSTEIN MUNICIPALITY

## MINUTES: MAYORAL COMMITTEE

27 JUNE 2018

- 
6. It be noted that external borrowings amounted to R1,450,837,258 as at 31 May 2018 and that it represents 65.68% of Drakenstein's total budgeted operating revenue of R2,208,912,691 for the 2017/2018 financial year;
  7. It be noted that unspent conditional and unconditional grants amounted to R105,779,378 at the end of May 2018;
  8. It be noted that the actual employee related cost expenditure of R492,654,562 compared with the pro rata budgeted expenditure of R483,101,769 relates to a negative variance of R9,552,794 or 1.98%;
  9. It be noted that total outstanding debtors as at 31 May 2018 amounted to R334,342,310 and that 30 days and older debt constitutes 68.0% of total outstanding debtors;
  10. It be noted that domestic consumers owe the municipality R242,504,256 or 72.5% of the municipality's total debtor's book;
  11. It be noted that outstanding creditors amounted to R210,928 as at 31 May 2018;
  12. It be noted that the primary bank account had a positive bank balance at 31 May 2018 which amounted to R98,120,652; and
  13. It be noted that total investments in cash and shares amounted to R321,843,859 as at 31 May 2018 at the five local banks and Eskom.

Meeting: MC-27/06/2018	Submitted by Department: Financial Services		
Ref No: 9/1/1/4	Author/s: A Viola		
Coll Nr: 1317995	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>



## DRAKENSTEIN MUNICIPALITY

MINUTES: MAYORAL COMMITTEE  
27 JUNE 2018

<b>8. COMMUNICATION AND MARKETING FRAMEWORK AND PLAN</b>
<b>KOMMUNIKASIE EN BEMARKINGSRAAMWERK EN PLAN</b>
<b>UQAKAMSHELWANO KUNYE NESAKHELO SORHWEBO KUNYE NEPLANI</b>

**RESOLVED that**

The Communication and Marketing Framework and Plan be approved.

Meeting: MC-27/06/2018	Submitted by Department: Communication and Marketing		
Ref No: 10/6/B	Author/s: R Geldenhuys		
Coll Nr: 1318345	Referred from:		
<u>PAR:</u>	<u>ACTION:</u>	<u>RESPONSIBLE DEPT:</u>	<u>DUE DATE:</u>

<b>9. PROPOSED RULING ON THE REMUNERATION OF OUT OF POCKET EXPENSES FOR WARD COMMITTEES</b>
<b>VOORGESTELDE BESLISSING OOR DIE VERGOEDING VAN UIT-DIE-SAK-UITGAWES VIR WYKSKOMITEES</b>
<b>UKUSEBENZISWA KWEBHUNGA KWEMISEBENZI YOKUPHATHWA KWEMISEBENZI YENKQUBO YAMAKOMITI EWADI</b>

On request of the Executive Mayor for the submission of written financial reports by NGO's on expenditure of funds on time and monitoring of their compliance with the agreements, the City Manager undertook to take the matter further.

**RECOMMENDED that**

1. It be noted that Section 15.1.6 of the Ward Committee Policy of Drakenstein Municipality, as approved by Council on 29 September 2016 determines that "elected ward committee members (excluding Councillors) will be reimbursed for out of pocket expenses as determined by Council from time to time";
2. The reimbursement of ward committee members on a quarterly basis to the amount of R750 per ward committee member for out-of-pocket expenses **be approved** by Council in accordance with Section 15.1.6 of the Ward Committee Policy;



## DRAKENSTEIN MUNICIPALITY

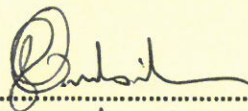
MINUTES: MAYORAL COMMITTEE  
27 JUNE 2018

3. Out of pocket expenses for members of ward committees in respect of their participation in ward committees be subject to the following criteria:
- 3.1 Eight (8) ward committee meetings, comprising of one (1) ward committee meeting every quarter and one (1) open public meeting every quarter (excluding ward-based Integrated Development Plan public meetings) be identified by the ward committee and approved by the Speaker;
- 3.2 The reimbursement amount will be paid to the ward committee members in person and not to organisations that he/she represents or any other individual/entity;
- 3.3 Reimbursements will only be paid electronically on verification of attendance register of meetings attended into the bank account of the relevant ward committee member; and
- 3.4 The ward committee member/s may elect not to be reimbursed.

Meeting: MC-27/06/2018	Submitted by Department: IDP/PMS
Ref No: 2/2/5	Author/s: F Qebanya
Coll Nr: 1318577	Referred from:
<u>PAR:</u>	<u>ACTION:</u>
	<u>RESPONSIBLE DEPT:</u>
	<u>DUE DATE:</u>

The meeting ended at 09:30.

CHAIRPERSON: .....



DATE: .....

25/07/2018

Confirmed on ..... with/without amendments.

PJ/rs





### Mayoral Committee Attendance Register

Date: 27 June 2018

Time: 09:00

Venue: Big Committee Room

SURNAME	INITIALS	TITLE	CELLPHONE	SIGNATURE
POOLE Executive Mayor	C J	MR	0785304285 0824979046	
COMBRINK Deputy Executive Mayor (Financial Services)	G C	MR	0824553445	
LE ROUX (Engineering Services)	J F	MR	0834595965	
ANDREAS (Rural Management)	M A	MS	0767901066	
KEARNS (Environment, Parks and Open Spaces)	C	MS	0765018441 0769406614	
MILLER (Planning and Development)	J	MR	0834400507	
MOKOENA (Corporate Services)	L P	MS	0734198671	
PHILANDER (Social Services)	WF	MS	0765281211	
SMUTS (Public Safety)	R	MR	0824948467	
VAN NIEKERK (Sport, Recreation, Arts and Culture)	L T	MS	0818858365	
VAN NIEUWENHUYZEN (Communication and Inter- Governmental Relations (IGR))	R H	MR	0826296239	
WILLEMSE (Human Settlements and Property Management)	L	MS	0820799421	
STOWMAN SPEAKER	AC	MR	0791895359	
KOEGELENBERG CHIEF WHIP	RA	MR	0832693138	
MATHEE CHAIRMAN: MPAC	J	MR	0824486180	
RICHARDS LEADER OF OPPOSITION	AM	MR	0827860053	

Office of the / Kantoor van die  
CHIEFWHIP / HOOF SWEEP  
Cllr / Rd. R.A. KOEGELENBERG

Drakenstein