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**MINUTES OF ST FRANCIS PROPERTY OWNERS NPC DIRECTOR'S BOARD MEETING
Friday 8th February 2019**

Present:– W Furphy (WF); G Miller (GM), M Scheckter (MS); L Aitken (LA); D Pienaar (DP); C Gray (CG); G Vorster (GV); C Northwood (CN); D Truter (DT); P Pezarro (PLP) **ACTION**

1 Welcome

2 Apologies

P Mountford (PM);

3 Confirmation of the Previous Minutes

Proposed by CG and seconded by GM

4 Matters Arising from the Previous Meeting.

5 Finance :

5.1 Statutory -

5.2 Fund Raising **ALL**

- SFBRHOA – Provision has been made for funds to be set aside for the past two financial years.
- KJRC Funding – The matter of funding commitments from KJRC members was to be pursued at their next meeting and feedback expected at Association meeting following.
- Port Dredging
- KLM Funding - They are looking at ways of contributing.
- Alternatives to be investigated :
 - Govt. Grant Funding Application – SFPO will be working with KLM during the next 6 months to submit applications to Government for funding for the beach and spit projects. **WF**
 - State Lottery
 - Kouga Wind Farm
 - DEDEAT

5.3 Financial Reports – PLP presented financial report for January. **PLP**

- The December collection figures for SRA Levy were received timeously in January and invoice has been sent. **LA**
- WF has offered a team to assist the KLM with a combined audit and collection of outstanding rates payments if need be in February/March timeframe. **WF/GV**

- An outstanding PAYE payment and return has been flagged by SARS preventing the KLM from making the month's payment. This has now been resolved.
- The KLM are still to confirm the status with VAT. A meeting to be arranged between Moore Stephens Tax Partner, KLM CFO and the SFPO to clarify and resolve the VAT status as soon as possible. **WF/GV/PLP**
- A new bank account is to be opened specifically for the Kouga Wind Farm funded projects at their request. **PLP**
- The Service Level Agreement from Equimetrix has been circulated and is under review. **GV/WF**

5.4. **Financial Report for KLM :**

- A monthly financial report is required by the KLM. SFPO to discuss their requirements with them. **WF**
- By the end of February SFPO must produce a budget for coming financial year. **WF/GV/PLP**

6. **Marketing and Communications :**

6.1. **Database and Marketing Systems :** A new website has been designed incorporating both the Association and the NPC. A Payfast facility is now available for membership subscriptions on the website. The site is to be kept current and refreshed regularly.

- The office email address contact@sfbresidents.org has been replaced with info@sfpo.co.za.
- The Association marketing drive to increase membership needs to be stepped up.
- A shortened newsletter is now being sent out on a bi-weekly basis and social media usage has also been increased. Saving St Francis Whatsapp group is very active as is the Facebook page. Social Media is an important tool to combat misinformation and to keep as many people as possible up to date. **LA**

7 **Administration –**

7.1 **Banking –** Nothing to add.

7.2 **Employees –**

GM's conditions of service and employment contract are being updated before the contract is renewed. MS will review the contract. **GM/MS**

7.3 **Plant, Equipment and Materials –** Nothing to add

8. **Infrastructure**

8.1 **NPC Projects**

River, Spit and Beach –

- Advisian have sent their final report on the Spit. Work on the Advisian detailed Design will only commence towards the end of the year. **DP**
- The EIA is underway. The scoping report is under review and we should receive this next week. The official public meeting should take place toward end of February or early March. The process should be completed by the end

of November, 2019.

- The Advisian design for the beach revetment has been submitted to the KLM.
- The KLM has now employed an Environmental Officer in the Social Services Department who will take over the responsibility for beaches.

Roads –

- Tenders closed last week for improvement to the entrance at the Links circle. Three tenders were received. Amended figures from the preferred bidder are expected later today and will be circulated for approval. Additional funding of R300 000 was pre-approved by the meeting. These figures will be presented to the Links ahead of Monday's Board meeting.
- The Taxi Association has been consulted. We are engaging with the KLM regarding creating a workable taxi rank area at God's Acre to serve Sea Vista and the industrial sites.

CN

CCTV Security Cameras -

- Invoices for payment to be made for year 1 on 1st February have been received for payment with monthly payments to be made thereafter. David Truter to sign these invoices for payment.
- Greg Miller will complete the sign off of the full complement of cameras within the next month.
- CCTV footage has already been useful to the SAPS in their investigations of various cases. Only the SAPS have access to the information from Atlas Security. Measures to ensure that practical processes are being put in place are under review.
- A locally based monitoring control centre which could potentially serve the whole of Kouga is to be researched.

DT

GM

8.2. Non-NPC Projects

- 8.2.1. Storm Water Drains: Nothing to Add
- 8.2.2. Sewerage: Nothing to add.
- 8.2.3. Internet infrastructure: Nothing to Add
- 8.2.4. Cell Phone Infrastructure: Nothing to Add
- 8.2.5. Sea Vista Pathway – A contract has been received and reviewed. Amendments have been requested. GM is to provide MS with a copy to review before the KWF Trust Board meeting next week.

GM/MS

9. General

- The SFPO continues to explore ways to engage with the CRA and understand and address its concerns with the SRA, as specified in both its Court Motion and Public Meeting held on 17 December, 2018. All communication will be done without prejudice. The Board is to be kept informed of all such communication.

WF

Next Meeting Friday 8th March 2019 – 9am – SFPO office