

MINUTES OF ST FRANCIS PROPERTY OWNERS NPC DIRECTOR'S BOARD MEETING

Friday 8th May 2020

Present: W Furphy (WF); G Miller (GM), L Aitken (LA); D Pienaar (DP); S Smith (SS); M Scheckter (MS); C Gray (CG); G Vorster (GV); P Mountford (PM); C Northwood (CN); C Jarvis (CJ) **ACTION**

1 Welcome

2 Apologies

3 Confirmation of the Previous Minutes

Proposed by GM, seconded PM

4 Matters Arising from the Previous Meeting.

None

5 Finance :

5.1 Statutory -

- VAT Returns : All returns are up to date. SARS have agreed to reimburse penalties and interest charged. SS
- Investment Policy: Funds have not as yet transferred to the interest bearing investment accounts due to outstanding matters which have now been addressed. SS will obtain confirmation that transfer can go ahead from both fund managers and copy to GV. The first funds will be invested in flexible income unit trusts in line with the boards investment policy. SS
- A certificate of good standing is awaited from CIPC which Moores are pursuing.
- The problem with KLM CSD was resolved and payment for April has been made.
- The existing debit orders are to be moved across from the original bank account and then close this account down as it now serves no purpose. When this happens the KLM needs to be advised to remove this account from their CSD. SS
- SS will provide a reconciliation of the SFPO Association account with the NPC. SS

5.2 Financial Reports – SS presented the provisional financial reports for April. The report was discussed and accepted. SS

Equimetrix have not renewed their contract with SFPO as at the end of April. SS received a vote of thanks for her assistance in setting up the financial reporting and resolving

outstanding matters with SARS.

SFPO NPC have appointed Mrs Gail Brooker to take the responsibility for accounting. SS SS will hand over to her during the course of May. LA will assist with the transaction processing going forward.

5.3 Financial Report to Municipality

- These are being submitted monthly.

5.4 Fund Raising

- SFBRHOA - Accumulation of funding ringfenced in an investment account has been discussed with this committee. Tax implications are to be clarified.
- KJRC Funding – As above.
- A second donation drive has been suggested by some property owners and is being considered.
- Port Dredging – The possibility of pumping sand to “Bruce’s Beauties” has been discussed with the Port with a view to restoring these waves to their former glory. Funding will need to be found for this.
- KLM Funding – WF meets with the Municipal Manager periodically to discuss and agree their funding contributions.
- Govt. Grant Funding Application – KLM has committed to preparing a funding application to Government (DEDEAT) for funds to assist with the protection of the spit and beach.
- Private contributions e.g. building a commercial pier in place of a groyne (early stages)

5.5 Banking : Nothing to add

6 Infrastructure

6.1 NPC Projects

River, Spit and Beach –

- Beach Phase 2 - A proposal has been received from Advisian for additional modelling, to address DEDEAT’s concerns on the possible effect of the groynes on the beaches north of the river and on the river mouth. The proposal has been accepted and Advisian are working on their report which is expected within the next 3 to 4 months. An updated EIR will then be prepared followed by another 28 day public participation period. **DP/GM**
- Beach Phase 1 : Repairs to certain revetments are awaiting DEDEAT approval. **DP**
- Spit - Emergency : The Emergency Plan was triggered in early April after a breach

on the spit and gazetted shortly afterwards. Swift action followed by KLM and their contractors. A revetment is now been constructed under by KLM's contractors to protect the most vulnerable areas of the Spit.

DP/GM

Roads:

- **Entrance** : This project is complete. The 12-month retention period has commenced. Landscaping repairs are required and quotes awaited. GM is to issue the invoice for the underground cable sleeve early next week. **CN/GM**
- **George Road Car Park**: Written approval has now been received for the access area to the beach as well as the erection of a bollard barrier preventing access to the beach from the car park itself. This is to be actioned as soon after lock down as possible. **GM**
- **CCTV Security Cameras** : The cameras are working well and are meeting the 98% uptime commitment. D Truter has proposed that video material access could be improved by taking direct ownership of the equipment rather than renting the equipment from Atlas. His proposal was circulated to the Board members for consideration and for discussion at the next meeting. **GM**
- **Sea Vista Pathway** : The construction side of the project has reached practical completion. The snags outstanding can only be addressed after the lock down. The landscaping is still outstanding. **GM**

6.2 Non-NPC Projects

- Storm Water Drains: Nothing to Add.
- Sewerage: No further discussion.
- Internet infrastructure: Nothing to Add.
- Cell Phone Infrastructure: Nothing to Add
- Temporary Recycling Depot : This facility continues to function well.

7. Database - No Discussion

7.1 Marketing & Communication :

- Social Media – Delivery - Daily postings
- Newsletter – A joint communication strategy is to be explored with the KLM for matters such as the Emergency spit repairs. A weekly update on progress on the spit repair should be published in our newsletters. **CJ**
- Website – Nothing further.
- Fundraisers – Nothing further.
- Emails – No discussion

9. Administration : No further discussion.

9.1 Employees – Nothing to add

9.2 Plant, Equipment and Materials - Nothing to add

9.3 Legal – Nothing to add

10. General :

10.1 The COVID-19 Food Relief Program is being supported by the SFPO Association through its membership offering including a R200 donation per membership subscription payment. The Food Relief Program is being managed through a team comprising the DVG, Rotary and the St Francis United Church. Further funding will be needed to take the project beyond May.

10.2. Drone Surveillance Proposal : This proposal is to be circulated to the Board for comment.

GM/WF

The proposal is to test a drone surveillance capability that provides a mobile eye in the sky to complement existing security resources ie the CCTV camera system (fixed eyes on the ground), and Neighbourhood Watch (mobile eyes on the ground). This will be particularly useful for increasing the security of all of St Francis Bay, but especially Santareme which does not have the same level of CCTV coverage on the ground that the Village and canals have. The drone will also be useful to DVG to provide aerial support in the event of a fire or other disaster. The purchase of the drone would not be funded through the SRA, but instead through the SFPO Association and the DVG for around R90 000. Donations will be sought from the Santareme community in particular who would stand to benefit most. The committee were asked to review the proposal and forward comment to WF. DT added that Atlas security have indicated that provided proof can be given that the drone will be utilised for crime prevention/deterrence, there would be little conflict in terms of the POPI Act. Atlas however are still exploring whether footage could be used for convictions. The primary concerns raised include invasion of private property space, and compliance with drone flying/operation legislation. The proposal will be discussed with other organisations to determine the best organisational home for this drone surveillance.

Next Meeting : Friday 5th June 2020 – 9am – Zoom service.