



**PAROW INDUSTRIA**  
**IMPROVEMENT DISTRICT ASSOCIATION NPC (CID)**  
**Reg. no. 2001/027476/08**  
Including Tygerberg Business Park  
⇒ *Securing Your Business Environment* ⇐

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Directors: A. Raad (Chairperson); G.T. Morse; R.L. Ayres; A.D Thomson

**MINUTES OF THE 17<sup>TH</sup> ANNUAL GENERAL MEETING OF THE PAROW INDUSTRIA IMPROVEMENT DISTRICT ASSOCIATION (CID) HELD ON 28<sup>TH</sup> NOVEMBER 2019 AT 16:00 AT CFW INDUSTRIES, PARIN ROAD, PAROW INDUSTRIA**

NOTICE WAS GIVEN OF THE ANNUAL GENERAL MEETING OF THE PAROW INDUSTRIA IMPROVEMENT DISTRICT ASSOCIATION. THE NOTICE WAS CIRCULATED TO ALL PROPERTY OWNERS VIA POST AND E-MAIL. NOTICES WERE ALSO PUBLISHED IN TWO LOCAL NEWSPAPERS (CAPE TIMES OF 1 NOVEMBER 2019 AND DIE BURGER OF 1 NOVEMBER 2019 AND PLACED ON THE CID'S WEBSITE [www.parowindustriacid.co.za](http://www.parowindustriacid.co.za)

**1. REGISTRATION**

Tracy thanks all for coming and requests all in attendance at the meeting to complete the attendance register, which is attached hereto. She asks if there are any more apologies other than those received before the meeting and already recorded. No further apologies were recorded. Tracy requests the approval of the agenda. The agenda is unanimously accepted by all members present at the meeting.

Tracy then hands over to Mr A Raad to do the official opening and welcome.

**2. WELCOME & APOLOGIES**

The Chairman, Mr. A. Raad welcomes all those present at the meeting. A special welcome is extended to the following: -

- Mr Runan Rossouw and Eddie Scott of City of Cape Town.
- Ravensmead SAPS: Captain Swanepoel.
- Councillors Ronel Viljoen and Johanna Martlow.

Mr Raad indicates that the past year was not without its challenges with load shedding, which was implemented, and the drought also had far reaching consequences on a lot of businesses. Mr Raad indicated that the CID spent a lot of money to ensure the CID generator was up and running and UPS were replaced with deep cycle batteries to ensure that the camera monitoring was not interrupted, and it was business as usual despite load shedding. Mr Raad added that crime has not only increased in other areas but unfortunately here in Parow Industria as well and it seems like the CID was doing such a good job of protecting the inside of our geographical area that this has led to attacks on our borders not only at Belhar rail/Millennium Park but also along the back of Industria Ring road businesses from

Aandblom street. Eventually the CID was necessitated to escalate the crime issues to the Blue downs Cluster commander, Major General Beaton.  
Mr Raad also thanked his fellow board members for their contribution aswell as Tracy and Sanchia for the managing of the CID office.

The following are in attendance as per a completed attendance register: -

Ausef Raad (CID Chairperson & CFW Industries)  
Gregory Morse (CID Financial Director & Peninsula Beverages)  
Richard Ayres (CID Director and Saplings)  
Andrew Thomson (CID Director and Chantec)  
Tracy Engelke (CID Manageress)  
Sanchia van Lill (CID Assistant)  
Captain Theresa Swanepoel (Ravensmead SAPS)  
Councillor Johanna Martlow  
Councillor Ronel Viljoen  
Hennie van Staden (V & G Personal products)  
Chris Coxwell (Robjane properies / Unicape)  
D van Vuuren (Elegante 1009)  
Diane Pienaar (Chalk Air)  
Sian Eksteen (Austen Dundas Properties)  
Shireeze Phooko (Auto detail centre)  
Louis Phooko (Auto detail centre)  
Eddie Scott (City of Cape Town)  
Runan Rossouw (City of Cape Town)

The following apologies are recorded: -

Colonel Tshayisa (Ravensmead SAPS Station Commander)  
Lt Col Ponco (Ravensmead SAPS VISPOL Head)

The following valid proxies were received and are noted: -

<b>CID Member</b>	<b>Appointed Proxy</b>	<b>No of Votes</b>
Aldre Geldenhuys	Hennie van Staden	2

## 2.1 **Membership:**

Tracy indicates that the following notice of changes in Membership is recorded: -

There are currently 27 registered members on the Parow Industria Improvement District's Membership list.

During 2018/2019 Mr H Mentoor of Parmalat was voted in at the last AGM held on 8 November 2018 but was never formally registered as such due to the fact that after being voted in at the AGM he never received formal approval from Parmalat Head Office to act in such a capacity and therefor had to unfortunately withdraw.

### 2.1.1 **Resignations:**

The following members ceased to be members due to having outstanding membership documentation:

Nicoletta : Mr I M Yoell, 42 Stellenberg Road, Parow Industria.

Allcast Foundary : Mr G Herbst : Stellenberg Road, Parow Industria.

Wideprops : Mr A Shafikier : Junction Road, Parow Industria.

Joshane : Mr Musikanth : Stellenberg Road, Parow Industria.

Gearhouse : Mr C Smit : Assegaai road, Parow Industria.

G Z L Trust : Mr G Liebenberg : 10 De waal street, Paarl.

Cheff connection: Mr D Kearns, Tygerberg Business Park, Parow Industria

Best choice caterers : Mr N Petersen, Tygerberg Business Park, Parow Industria

The following members ceased to be members due to no longer being property owners in the area :

Dekbar : P O Box 619, Howard Place, Pinelands

A Cloete ceased to be a member as he was co-representative with G Morse for Peninsula Beverages. Mr Runan Rossouw of CCT has indicated that there cannot be two representatives for the same company.

### 2.1.2 **New members :**

During 2018/19 no new applications for membership was received and approved by the CID Board of Directors despite numerous requests and notifications via newsletters, AGM notification letters and emails. Tracy indicates that she will attempt to actively recruit members in the new year.

## **2.2 Quorum to constitute a meeting**

Tracy indicates that a quorum is established as more than 20% of the Members are in attendance, inclusive of proxies. (14 out of 27). The notice of the meeting was published in the Cape Times and Die Burger dated 1 November 2019. An advertisement placed in a local community newspaper does not apply to Parow Industria CID as there is no local newspaper of such a nature that covers the industrial area. The CID therefore has exemption in this regard. Notices were sent out electronically and via ordinary post together with signed Form CoR36.2. This was also placed on the CID's website [www.parowindustriacid.co.za](http://www.parowindustriacid.co.za). The meeting is deemed to be duly convened.

All those present at the meeting are informed that in terms of the CID's MOI, every registered member has one vote for every R5 000 000 (five million) of municipal valuation or portion thereof, but subject to a maximum of ten votes. Furthermore, no member who is in arrears with payment of the additional rate (CID / SRA Levy) for more than 60 days shall be entitled to vote for so long as he / she is in arrears except if the member can prove that he / she is in a dispute or has entered an appropriate payment arrangement with the City. The CID manager has obtained written proof of valuations in respect of all member's present (and proxy forms received) to determine the number of votes per members. She has also perused the latest CID levy arrears list received from the City of Cape Town and confirms that there are no members participating in terms of voting who are in arrears of more than 60 days where this has not been

paid or proof provided showing that the member is in a dispute or has entered an appropriate payment arrangement with the City.

### **3. PREVIOUS MINUTES OF MEETING:**

#### **3.1 Approval:**

Tracy indicates that the minutes of the previous Annual General Meeting dated 8 November 2018 are considered read as this was available on the CID's website. Proposed to be correct by Mr Raad and seconded by Mr Thomson.

#### **3.2 Matters Arising:**

##### **3.2.1 Flooding of units at Millennium Park:**

Tracy indicates that after last year's AGM, meetings were held where the CID was present at Sub council and thereafter between the Millennium Park Board of Trustees and City of Cape Town officials. Tracy indicates that Parow Industria was included in the Elsieskraal catchment master plan and the outcome thereof is eagerly awaited end January 2020. The findings will be communicated to all business owners via a newsletter.

**3.2.2 Litter in De La Rey Road:** Although this is outside the CID geographical area, the CID has liaised with Metro Law enforcement who has had numerous operations in De La Rey Road in the 2018/2019 book year as well as within the Parow Industria Improvement district precinct. This is obviously a matter which is ongoing and needs to be done on a regular basis in order to achieve results.

**3.2.3 Stellenberg cul-de-sac traffic:** Tracy met with role players from PEP and Simba and also Cape Steel. Attempts to get Traffic Services on board at first was very difficult as in an attempt to be proactive the CID called Traffic services to come out at the peak times proactively but they indicated they cannot come and do duties in anticipation of rush hour traffic but will come when there is already an incident in progress. Which basically has no impact as when they arrive the crisis has already been diverted. Although this is not the CID mandate or core function our controllers and responders did an excellent job of getting all truck drivers to park in parking bays and not double park on both sides of the road. Should a truck driver not adhere to a request to move, then Traffic Services was called. After a few fines were issues the situation seemed to alleviate itself. However of late ( and not within the reporting bookyear) Taxis have now taken to parking across the road at Foodies on the corner of Radnor and Spin and this has resulted in Traffic congestion in Radnor as the pedestrians are now crossing with no regard for traffic in order to access the taxi's. This matter has been taken up with Law enforcement.

### **4. CHAIRMANS / MANAGERS REPORT 2016/17**

Tracy informs that a detailed Chairman's / Managers Report 2018/2019 was made available on the CID's website. A copy is attached. Tracy provides a brief overview of the year's activities as per attached presentation.

### **5. FEEDBACK ON OPERATIONS 2018/2019**

Dealt with on same presentation as referred to in paragraph 4 above.

## **6. NOTING OF AUDITED ANNUAL FINANCIAL STATEMENTS 2017/18**

Tracy indicates that an extract from the audited financial report (balance sheet and income statement) were circulated in advance via e-mail to Members and business owners. A Full set of AFS is also available on the CID's website. Copies of an extract from the audited statements – "Financial Performance and Financial Position" were circulated to property owners by ordinary mail, placed on the CID's website and copies are also available at the Annual General Meeting. Tracy states that this has met audit requirements. No questions are raised by members regarding the audited financial report.

The Financial Report presented by Mr. Morse is unanimously accepted by the members present at the meeting.

## **7. EXTENSION OF THE 5 YEAR TERM BUSINESS PLAN 2020-2025**

The CID Manager indicates that the 5-year term business plan 2020-2025 was placed on the website for scrutiny and asks whether there are any objections to the implementation of the 5 year term business plan by a show of hands. No members object by a show of hands, so the document is considered unanimously accepted. Tracy then asks for approval of the business plan and it is approved by D van Vuuren and seconded by D Pienaar.

## **8. BUDGET:**

The budget is presented by Mr Morse who indicates that the CID is in a health financial position. In accordance with a finance agreement that exists between the Parow Industria CID and the city of Cape Town, the City pays over 97% of the annual budget to the CID in 12 installments and retains 3% as a provision for bad debts. Accordingly, the City of Cape Town paid over R4 471 589.00 ( excl VAT) and retained R138 297.00 ( excl VAT) for the 2018/2019 financial year. Retentio of R301 366.48 was refunded to the CID in 2018/2019.

### **8.1 Approval of use of additional surplus funds:**

R400 000.00 of surplus funds has been placed in the budget for the replacing of existing cameras which are all coming to the end of their lifespan. As there is continuously new technology on the market the CID will go with what is the best at the time.

Money not spent in the bookyear on the replacement of cameras will be used for other aspects requiring attention. Approved Mr Raad and Mr Petersen.

### **8.2 Approval of budget 2020-21**

A presentation by Mr. Morse follows (see attached document) regarding the 2020/21 budget. Mr Morse enquires whether there are any objections. No objections are raised. It is proposed by Mr. Raad that this is accepted. The motion is seconded by Ms Pienaar and unanimously accepted by all registered Members present at the meeting.

#### **9. APPROVAL OF IMPLEMENTATION PLAN 2020/2021**

The implementation plan 2020/21 as per attached document was circulated electronically to all business owners and placed on the CID's website. A hard copy is also available for perusal at the meeting. The plan is proposed to be accepted by Mr Thomson and seconded by Mr van Vuuren and unanimously accepted by the members present at the meeting.

#### **10. APPOINTMENT OF AUDITORS FOR 2020/2021**

Tracy enquires whether everyone agrees that the Association continues with the auditors Nexia Cape Town. This is proposed to be accepted by Mr Thomson and seconded by Mr. Ayres. The members unanimously agree that the Association continue with the services of Nexia Cape Town.

The new Companies Act with effect 1 January 2014 precludes an auditor of a company per Section 90 of the Companies Act from accounting and certain other tasks including but limited to preparation of the Annual Financial Statements. It is therefore necessary to appoint a second auditing firm to compile in accordance with the International Standard on Related Services applicable to compilation engagements, the statement of the financial position of Parow Industria Improvement District Association NPC and related statements of comprehensive income, changes in equity and cash flows for the year and a summary of accounting policies and other explanatory notes. Tracy proposes that SDK Chartered Accountants (SA), 22B Church Street, Durbanville be used for this service. This is seconded by Mr Thomson and unanimously accepted by the Members present at the meeting.

#### **11. CONFIRMATION OF COMPANY SECRETARY FOR 2020/2021**

Tracy indicates that Mr Morse performed the functions of company secretary in the 2019/2020 book year. Tracy enquires whether there is any objection to Mr Morse performing this duty again. There are no objections raised. This is approved by Mr Raad and seconded by Mr Ayres and Thomson and unanimously accepted by the members present at the meeting.

#### **12. ELECTION OF BOARD MEMBERS**

Tracy indicates that the existing Board of Directors are A. Raad, G.T. Morse, R.L. Ayres, and A.D. Thomson. Reference is made to Clause 12.1.7 of the Parow Industria Improvement District's MOI which stipulates "As required by item 5(1)(b) of Schedule 1 to the Act, at least 1/3 (one third) of the directors shall resign every year at the AGM, but shall be eligible for re-election." Ausef Raad and Gregory Thomas Morse, as the oldest serving members resign at the Annual General Meeting and are available immediately for re-election. Forms for nomination of Directors were available on the CID website or could be requested from the CID office. This was communicated via ordinary mail and via e-mail to property / business owners. No new nomination was received in respect of Directorship on the CID Board, so Tracy Engelke requests a proposal that the 4 directors remain in this position. This is approved by Mr D van Vuurend and seconded by Mr A Petersen. This is also unanimously accepted by those present at the meeting.

### **13. GENERAL / QUESTIONS AND ANSWERS**

13.1 Mr van Staden (proxy of A Geldenhuys of V&G Personal products) indicates that they have a problem with Fidelity who block the road with their vehicles. Tracy indicates that she had two meetings with Harold Richter, the managing director previously. Fidelity then acquired the piece of land just below their premises and made it parking, so she was of the opinion that this matter was resolved as every time she has looked the vehicles were no longer parked in the road. Tracy thanks Mr van Staden for bringing this to the CID attention and will see that the matter is addressed.

13.2 Dirk van Vuuren indicates that the vehicles travelling down Industria Ring Road in the mornings speed excessively. Tracy indicates that when this was reported to the CID office she took it up with Traffic Services and there were numerous roadblocks held in Industria Ring Road as per the snapshots as proof in the presentation she just gave. Tracy asks that if the matter is not resolved she be informed as and when there are problems. Mr Raad confirms that around 19:00 in the evenings the people travelling down Stellenberg Road don't stop at the 4 way stop where Parin intersects with Stellenberg Road. Mr Ayres makes a suggestion of possible incorporation of traffic circles. Mr Thomson makes a suggestion of raised intersections. Mr van Vuuren indicates one also gets electronic devices as used by Group 5 which indicates your speed and the speed limit. Mr Eddie Scott asks Tracy whether the CID partakes in the "rent a cop" scheme whereby a Law enforcement official is deployed in the area and has the mandate to issue fines etc. Tracy indicates that PIID has not invested in this due to numerous amongst them being the cost, the fact that you must pay three months up front, if the person is off sick or does not pitch for work you lose that money and she have listened to the complaints of the other CIDs in this regard and don't know if it is worth the money although a discussion was held with Gene Lohrenz in possibly sharing an official between CID's. Tracy indicates that she will obtain all the information in this regard and present to the directors at the next board meeting in January 2020 for consideration.

### **14. ADJOURNMENT**

The meeting adjourns at 17:18

Tracy thanks everyone for attending and wishes everyone a safe festive season.  
Refreshments are provided.