



PAROW INDUSTRIA
IMPROVEMENT DISTRICT ASSOCIATION NPC (CID)

Reg. no. 2001/027476/08

Including Tygerberg Business Park

⇒ *Securing Your Business Environment* ⇐

CID OFFICE: Enq Mrs Engelke: Tel /Fax (021)932 -4799; E-mail parowindustriacid@telkomsa.net 8 Parin Road, Parow Industria

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

MINUTES OF THE 18TH ANNUAL GENERAL MEETING OF THE PAROW INDUSTRIA IMPROVEMENT DISTRICT ASSOCIATION (CID) HELD ON 26TH NOVEMBER 2020 AT 16:00 AT CFW INDUSTRIES, PARIN ROAD, PAROW INDUSTRIA

Tracy confirms that the venue was sanitized prior to the meeting and that all persons before entering the venue had to have a mask on, had their temperature taken, completed a COVID 19 questionnaire and sanitized their hands. Chairs in the venue were at least 1.5m meters apart, and the venue did not have more than 50% of its capacity occupied.

NOTICE WAS GIVEN OF THE ANNUAL GENERAL MEETING OF THE PAROW INDUSTRIA IMPROVEMENT DISTRICT ASSOCIATION. THE NOTICE WAS CIRCULATED TO ALL PROPERTY OWNERS VIA E-MAIL. NOTICES WERE ALSO PUBLISHED IN TWO LOCAL NEWSPAPERS (CAPE TIMES OF 30 OCTOBER 2020 AND DIE BURGER OF 30 OCTOBER 2020 AND PLACED ON THE CID'S WEBSITE www.parowindustriacid.co.za

1. REGISTRATION

Tracy indicates the first point on the agenda is registration. Requests that everyone ensure that they signed in the attendance register on arrival.

Tracy then indicates that everyone is requested to keep their mask on for the duration of the session.

2. WELCOME & APOLOGIES

Tracy welcomes everyone on behalf of Mr Raad, the CID chairperson, who for the first time since the CID's inception is not physically present but connected via Microsoft Teams.

Tracy indicates that in his physical absence, Mr Thomson will chair the meeting.

Tracy asks if there is any other apologies other than those received before the meeting and already recorded. No further apologies are made.

Tracy requests that everyone sticks with the Agenda and note that today's session is the wrapping up of the legal requirements for the 2019/2020 book year which ran from 1 July 2019 to 30 June 2020.

Tracy then requests approval of the agenda as displayed. The agenda is unanimously accepted by all present at the meeting.

The following persons are in attendance :

Via Microsoft Teams :

Ausef Raad (CID Chairperson & CFW Industries)
Gregory Morse (CID Financial Director & Peninsula Beverages)
Wouter Oliver (Sondor Industries)
Gillian Staudt (representing Beat Reichmutter of Gastro Foods)
Councillor Ronel Viljoen

Physically at the venue, as per the attendance register :

Richard Ayres (CID Director and Saplings)
Andrew Thomson (CID Director and Chantec)
Tracy Engelke (CID Manageress)
Sanchia van Lill (CID Assistant)
Eddie Scott (COCT)
Willie Botha (Donald Brown Group)
Wally van Rooyen (Donald Brown Group)
Dirk van Vuuren (Robustrade)
I Adam (Canary Trucking services)
A Petersen (Hammonds Joinery)
SJ Eksteen (Austen Dundas properties)
Hennie van Staden (V&G Personal Products)

The following apologies are recorded:

Councillor Martlow

The following valid proxies were received and are noted: -

CID Member	Appointed Proxy	No of Votes
M Dundas	Sian Joy Eksteen	11
B Reichmutter	Gillian Studt	5
A Geldenhuys	Hennie van Staden	2
R lea	Richard Ayres	2
T J Groenewald	Hennie van Staden	2
H Bohle	Ausef Raad	1

3. Membership:

Tracy indicates that the following notice of changes in Membership is recorded: -
There are currently 28 registered members on the Parow Industria Improvement District's Membership list.

3.1 Resignations:

There were no resignations in the 2019/2020 book year.

3.2 **New members** :

During 2019/2020 1 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. Platinum Buildings of Ring Park in Industria Ring Road was added to the membership list.

4. **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. (20 out of 28). The notice of the meeting was published in the Cape Times and Die Burger dated 30 October 2020. 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 with signed Form CoR36.2. This was also placed on the CID's website 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.

5. **PREVIOUS MINUTES OF MEETING:**

3.1 **Approval:**

Tracy indicates that the minutes of the previous Annual General Meeting dated 26 November 2019 are considered read as this was available on the CID's website. Proposed to be correct by Andrew Thomson and seconded by Mr Ausef Raad.

3.2 **Matters Arising:**

3.2.1 Flooding in the Parow Industria area with heavy rains:

Tracy indicates that she has been updating periodically through the CID monthly newsletter. The latest information is that the investigation has been finalized after numerous delays because of COVID-19. The final presentation should have taken place on 11 November but due to a COVID-19 incident it was postponed to yesterday. Tracy informs she was informed prior to the commencement of the AGM by Allister Lee of COCT that as a result of the investigation, projects will now be prioritized for funding and execution in future book years. The exact book year for Parow is still to be indicated.

3.2.2 Traffic issues : Problem with Fidelity blocking the road with their vehicles, vehicles speeding down Industria Ring Road and the resultant enquiry into the obtaining of an LEO on a permanent basis in order to address :

Tracy indicates that the matter with Fidelity was resolved after discussions with Harold Richter in terms of parking in the bend. The problem is now that the persons are parking on Stobel private parking and the CID needs to address periodically. Tracy indicates that this will never be fully eliminated as one is dealing with human behaviour, so this matter is addressed as need be.

Tracy indicates that the request for traffic calming measures has been processed by the COCT and according to Nobesuthu Nyathi consultants have been appointed to investigate the CID's requests viability.

With regards to speeding down Industria Ring Road – Tracy indicates that Law Enforcement was very helpful and did many operations in the area which will be highlighted in the Chairman's report.

Tracy indicates with regards to the suggestion of a “rent a cop” LEO initiative for Law Enforcement – After careful consideration by the CID board of directors, taking all factors into consideration, including the costs, it was decided not to employ such a person for the CID.

Traffic issues the CID had were effectively addressed ad hoc by Law Enforcement Traffic Services with whom we have built a relationship through Morgan van Rensburg who attended to our hotspot area complaints and the CID was actually commended on their dealing with the traffic issues in Trans Oranje, Tekstiel, Assegai and Radnor Road. The CID will however continue to attend ad hoc to issues arising.

6. CHAIRMANS / MANAGERS REPORT 2019/2020

Tracy informs that a detailed Chairman's / Managers Report 2019/2020 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. Tracy requests approval of the Chairman's report- Approved by Andrew Thomson and Richard Ayres.

Tracy indicates that this book year was like no other before it. July 2019 started with Western Cape still in grips of drought with dam levels around 56% after recovering from the previous year where we had impending day zero.

Load shedding then occurred up to stage 4 at times. The CID has a generator and battery backups on our cameras so our service was able to continue albeit with an increase in our diesel costs.

Lastly and the most devastating effect on the CID and I am sure all business owners was the National Lockdown which commenced 26 March and prevailed over our financial book year which was end of 30 June this year. The effects are still felt and will be discussed shortly.

In the uncertain time of level 5 lockdown the CID contracts with its service providers also expired and had to be renewed. A decision was taken to use a request for proposal process as opposed to a full tender process in light of the circumstances at the time.

After the careful consideration of proposals received the board reached a decision to continue with the services of ERC and a second 3 year term was agreed on.

The 2 CID vehicles have been rebranded and the 24/7 service will continue.

Due to COVID-19 a few adaptations had to be made to ensure social distancing. One person on a vehicle was deployed in the CID trailer and one person was omitted per control room

shift. The CID had an intensive training programme in place in early March to ensure service continuity at all times in terms of camera monitoring, public safety and the administration of the CID office, should the pandemic raged out of control.

In terms of Cleansing the 4 cleaners were off during the first month of lockdown, but were able to safely come back thereafter with the necessary protocols in place.

The cleaners are a “top up” service to the COCT and collected 477 bins and 535 black bags in the reporting period.

The cleaners had to address the area alone in the last part of the book year (March to July 2020) as the City could not deploy cleaners for extended periods due to COVID-19 reasons. Tracy indicates that with the renewal of the contract the cleaners will now also do weeding which they have already commenced with throughout the area.

Crime : Reactive

Tracy indicates that crime is generally rife all over but within our CID borders we were able to contain it and crime remains relatively low if one looks at these figures of the last 3 book years with 74 incidents in the reporting period.

This can be attributed to the hard lockdown and ban on alcohol sales between March and July 2020 of the reporting period.

The spike thereafter due to loss of jobs and poverty is something which we are dealing with in the current book year and to this end the CID had 2 employ a further 2 foot patrollers to enhance the current deployment.

Proactive :

Here the CID did really well. These figures should increase as it is our measures to keep crime as low as possible, by doing things proactively to prevent the possibilities of crime.

The decrease in number of insecure premises shows business owners are heeding our advice in newsletters in terms of properly securing their premises at night which is the first line of defence. Tracy indicates that one cannot believe the number of times the CID control room has to phone business owners to come out to close insecure premises/gates.

Tracy states that suspicious vehicles checked/trolley checks is our way of containing lucrativeness of potential crime by letting people know we are monitoring them and they will not be able to walk with or sell stolen goods in our area.

The CID had 6 new cameras installed to ensure better monitoring of blind spots in the area.

The value of footage when crimes are committed and need to be investigated, cannot be over emphasized. 28 footage requests were handed over to SAPS last year.

Without the camera system the CID has invested in, Tracy indicates she is of the opinion that the CID would not be so successful as we are in keeping crime in check./

Tracy adds all other departments then played their roles on CIDs request with wheelie bin operations, traffic and Law enforcement road blocks and COCT jet vac assistance prior to the winter rains which were unusually high in light of the drought experienced just prior to the book year.

Reporting of Issues to COCT departments :

Tracy indicates that the prevention of dumping figures, have improved dramatically, due to the new camera installed at Stoker Circle which together with Spin Street is our dumping hotspots.

Tracy indicates that she is aware that currently everyone is highly frustrated in terms of the addressing of backlog issues created by COVID-19, such as resurfacing of certain roads, potholes, broken fence to retention pond etc. Although it does not fall in the reporting period

Tracy indicates that she knows everyone is just waiting for her to stop talking to so that they can raise their concerns. Therefor she needs to indicate the following :

Last year July there were 76 potholes and 40 faulty streetlights after the winter rains which were attended to in 2 weeks by the various City departments. The difference this year is that the rains were unusually long and heavy and with the outbreak of COVID-19, potholes were not considered an essential service and street lights only attended to on major routes or where emergency breakdown impacted on public safety. Tracy indicates that she has been communicating the situation via newsletters but the reality is that there were periods that there was no service at the depots servicing our area, due to closure as a result of COVID-19 outbreaks, then there were periods of 30% capacity and it is only from 1 October that the COCT is on 70% strength and therefore are now playing “catch up”. Tracy requests everyone's patience and indicates the Board escalated matters to the councillors and Tracy attended a meeting at Sub council on 24 November. Tracy indicates she can report that street lighting repairs turnaround time is back to normal of 7 – 14 work days lead time. We are fortunate to have a shorter lead time when there are not bigger issues at the substations.

Tracy reports that the indication is that all faint road markings will be repainted September 2021. In the interim the CID will report faded critical markings such as stop and yield signs. The line in the middle of the road is not considered critical now and must wait to September 2021 as one is supposed to keep left and pass right. Grass will be cut 4 x a year and the CID will provide the top up where necessary.

The Pothole repair programme for the industrial areas is being rolled out and it is hoped that Parow will be attended to by 15 December before the contractors break.

With regards to the resurfacing of Industria Ring road the CID was informed that the worst sections were done first as was allowed for with the budget available. Furthermore “further rehabilitation will be done in future financial years, as funds are available.”

Tracy informs that the CID will be invited to attend the smaller working group council meetings going forward where we will have better insight into the strategic direction of the City and where we can then possibly use the opportunities to piggy back on certain initiatives in order to be more effective.

Tracy indicates that currently we have 24 outstanding potholes in the area and 35 drain covers which require replacing.

Inhibiting factors – Tracy reads from the slide as per attached

Aspects currently receiving attention - Tracy reads from the slide as per attached.

Tracy ends off the presentation by extending an invitation to all business owners to visit the CID office and control room and to swiftly inform the CID of concerns/frustrations so that they can be swiftly dealt with. Tracy indicates that the CID office responds to each complaint received in writing and any business owner who feels they are not getting a service at the CID office have the recourse of contacting any one of the CID directors for intervention so there is no reason to wait for an AGM before raising concerns.

7. FEEDBACK ON OPERATIONS 2019/2020

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

8. NOTING OF AUDITED ANNUAL FINANCIAL STATEMENTS 2019/2020

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 placement 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, and is approved by Mr Dirk van Vuuren.

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

9. BUDGET:

The budget is presented by Mr Morse who is joined via Microsoft Teams. 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 instalments and retains 3% as a provision for bad debts. Accordingly, the City of Cape Town paid over R 4 788 723.00 (excl VAT) and retained R 148 105.00 (excl VAT) for the 2019/2020 financial year. Retention of R 167 330.05 was refunded to the CID in 2019/2020.

9.1 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 book year on the replacement of cameras will be used for other aspects requiring attention. Approved Mr van Vuuren and Andrew Thomson.

9.2 Approval of budget 2021-2022

A presentation by Mr. Morse follows (see attached document) regarding the 2021/2022 budget. Mr Morse enquires whether there are any objections. No objections are raised. It is unanimously accepted by all registered members present at the meeting.

10. 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 Richard Ayres and unanimously accepted by the members present at the meeting.

11. APPOINTMENT OF AUDITORS FOR 2020/2021

Tracy enquires whether everyone agrees that the Association continues with the auditors Nexia Cape Town. 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 unanimously accepted by the Members present at the meeting.

12. CONFIRMATION OF COMPANY SECRETARY FOR 2021/2022

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 unanimously accepted by the members present at the meeting.

13. 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 longest 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 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 also unanimously accepted by those present at the meeting.

14. GENERAL / QUESTIONS AND ANSWERS

Tracy asks if there are any questions.

Mr Raad indicates that he would like to thank Tracy and Sanchia for the work done in the CID office. He also thanks the Councillors and indicates that although the board has come down on them lately they are aware that they mean to do their best. He then thanks the other directors who do this work without any form of compensation but never have a problem to do what is required on short notice. Lastly he thanks Mr Eddie Scott of the COCT who when needed responded and was there to assist.

Hennie van Staden – indicates to Tracy that the point of the evacuation drill was skipped on the slide show and asks what that is about. Tracy apologises and indicates that the annual evacuation drill has not taken place yet this year due to lockdown and COVID-19 but in January companies will be requested to volunteer for this exercise. Valuable information is gained through the assistance of Disaster Risk management and Tracy highlights the successful exercise of Raith Gourmet who volunteered previously.

Dirk van Vuuren asks if the CID is reporting the potholes on the pavement. Indicates that in their offloading area at 75 Industria Ring Road trucks are using the space to make u turns. Indicates that the traffic calming measures implemented will have to be looked into as the

interlinks will destroy circles etc. Tracy indicates that is why the COCT has appointed consultants to deal with this issue so that the best measures are put in place.

Andrew Thomson indicates that the CID has a board of 4 directors who meet every 2 months so it is not a big commitment and then extends the invitation to any who would like to join .

Mr Richard Ayres reiterates this and encourages meetings with the CID manager and indicates the board is open to input for the implementation of solutions.

Eddie Scott of COCT indicates that persons can even apply in writing prior to a board meeting where they can come for 15 minutes to a half hour to state their concerns/frustrations to the board who can then decide on a way of action thereafter.

Dirk van Vuuren indicates that there is a newly established CID in the area where he stays and he says that it is a concept that works.

Eddie Scott indicates that there are 47 CID's currently and each one is run independently.

The City does not advocate the establishment of CID's but assists with the establishment and provides guidelines and directives. Says working at a CID is not an easy job as you get bombarded from all sides so the work done by the CID employees should be appreciated.

15. **ADJOURNMENT**

The meeting adjourns at 17:00.

Tracy thanks everyone for attending and wishes everyone a safe festive season, indicating that the hope is that 2021 will be a year where businesses in Parow CID area flourish and recoup the losses of 2020, with the CID assisting by making the area attractive for investment.