



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)9324799: E-mail tracy@parowindustriacid.co.za 8 Parin Road, Parow Industria

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

MINUTES OF THE 19TH ANNUAL GENERAL MEETING OF THE PAROW INDUSTRIA IMPROVEMENT DISTRICT ASSOCIATION (CID) HELD ON 25TH NOVEMBER 2021 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 29 October 2021 and Die Burger of 29 October 2021 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.

2. WELCOME & APOLOGIES

Tracy welcomes everyone and hands over to Mr Raad, the CID chairperson, to do the official welcome.

Mr Raad extends a special word of welcome to the COCT representatives (Mr Scott and Nonnie).

He indicates the past year was not without its external challenges, namely covid and loadshedding

Mr Raad states that the CID said goodbye to Sanchia van Lill who resigned at the end of September and welcomed Zaandria Liebenberg onto the team on 1 November 2021.

Mr Raad thanked his fellow directors and Tracy for their contributions and indicated it is definitely a team effort.

Mr Raad then hands the proceedings back to Tracy.

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 as it appears on the screen and note that today's session is the wrapping up of the legal requirements for the 2020/2021 book year which ran from 1 July 2020 to 30 June 2021.

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:

Wouter Oliver (Sondor Industries)

Mr Adrian Koen (CFW)

Physically at the venue, as per the attendance register:

Ausef Raad (CID Chairperson and all 6 Raad owned companies)

Greg Morse (CID director and Peninsula Beverages/Coca cola)

Richard Ayres (CID Director and Saplings)

Andrew Thomson (CID Director and Chantec)

Tracy Engelke (CID Manageress)

Zaandria Liebenberg (CID Assistant)

Eddie Scott (COCT)

Nonhlanhlo Ngubane (COCT)

Dirk van Vuuren (Robustrade)

SJ Eksteen (Austen Dundas properties)

Hennie van Staden (V&G Personal Products)

Andre Bredenkamp (Platinum Buildings)

Michael Birch (The Michael Birch Family Trust)

Anthony Petersen (The Petersen Family Trust)

The following apologies are recorded:

None

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
T J Groenewald	Mr Raad	3

3. Membership:

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

There are currently 29 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 2020/2021 There was only one new application for membership, Platinum Buildings which was received and approved by the Board of Directors, despite numerous requests and notifications via newsletters, AGM notification letters and emails. Tracy indicates that this could be seen as a positive reinforcement that those who are members and directors are doing a good job hence others not seeing the need to get involved.

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. (15 out of 29). 6 members are a quorum. Tracy states that the notice of the meeting was published in the Cape Times and Die Burger dated 29 October 2021. 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:

5.1 Approval:

Tracy indicates that the minutes of the previous Annual General Meeting dated 26 November 2020 are considered read as this was available on the CID's website. Proposed to be correct by Mr Raad and seconded by Mr Thomson.

5.2 Matters Arising:

5.2.1 Traffic calming measures: Raised intersections were requested and taken up with the COCT who after the necessary evaluations indicated that regrettably raised intersections is not feasible. They however indicated that additional warning and information signage is recommended, and the latest feedback thereon is that this will be executed by Mid-January 2022.

6. CHAIRMANS / MANAGERS REPORT 2020/2021

Tracy informs that a detailed Chairman's / Managers Report 2020/2021 was made available on the CID's website. Tracy provides a brief overview of the year's activities as per attached presentation. Tracy requests approval of the Chairman's report- Approved by Mr Birch and Mr Ayres.

7. FEEDBACK ON OPERATIONS 2020/2021

Dealt with on same presentation as referred to in paragraph 6 above.

Tracy indicates that she can start off by saying that nothing beats the 2019/2020 bookyear in terms of covid chaos- experienced 2nd and 3rd waves which meant that COCT personnel was on reduced staggered staff and certain depots completely closed at times which seriously affected service delivery and then to add to an already bad situation loadshedding was thrown into the mix. As all attendees are regular attendees Tracy indicates that she will keep this feedback short as all information is communicated monthly via newsletters with breakdowns per incident, so there is no need to regurgitate.

In terms of Crime, Tracy indicated that the serious crime categories totalled 61 incidents with 21 arrests. Full statistics are available on the CID's website. It however needs to be noted that a lot of cases cannot be policed- e.g., persons sitting in a taxi being robbed of their cellphones at gunpoint and incidents where persons enter premises by climbing over walls of the premises on the CID borders which is still a problem.

Tracy explains the deployment of foot patrollers and other incumbents on site.

Tracy provides background on the following achieved in the year:

21 insecure premises reported to business owners.

11 fires reported

139 pothole sites repaired.

Tree cutting done throughout area.

22 dead and/or abandoned animals removed by SPCA

Informal traders reported to COCT in order to assist in getting them registered.

2 strike action events in year and explanation on how CID deals with these types of events.

8. NOTING OF AUDITED ANNUAL FINANCIAL STATEMENTS 2020/2021

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.

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. 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 5 171 821.00 (excl VAT) for the 2020/2021 financial year.

9.1 Approval of use of additional surplus funds:

R400 000.00 of surplus funds has been placed in the budget of which R30 000.00 is allocated to the SPCA project and R300 000.00 to cameras.

Money not spent in the book year on camera equipment will be used for other aspects requiring attention. Approved Mr Thomson and seconded Mr Raad.

9.2 Approval of budget 2022-2023

A presentation by Mr. Morse follows (see attached document) regarding the 2022/2023 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 and approved by Mr Birch and seconded by Mr Raad.

10. APPROVAL OF IMPLEMENTATION PLAN 2022/2023

The Implementation Plan 2022/23 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 Birch and seconded by Mr van Vuuren and unanimously accepted by the other members present at the meeting as no objections are raised.

11. APPOINTMENT OF AUDITORS FOR 2022/2023

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 2022/2023

Tracy indicates that Mr Morse performed the functions of company secretary since 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 which has been consistent since 2018. 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." Andrew Thomson and Richard Ayres 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. One new nomination was received in respect of Directorship on the CID Board, Mr Michael Birch of Michael Birch Family Trust who was nominated by Mr Richard Ayres and seconded by Mr Ausef Raad and found to comply with the criteria for a director by the rest of the board, so Tracy Engelke requests a proposal that the 4 directors remain in their position and Mr Birch be added as a fifth director. There are no objections, and this is then unanimously accepted by those present at the meeting, with approval from Mr van Vuuren and seconded by Mr A Bredenkamp.

14. GENERAL / QUESTIONS AND ANSWERS

Tracy asks if there are any questions.

Mr Van Vuuren questions the R190 000.00 under Covid expenses which Mr Morse and Tracy clarify is the cost of the additional foot patrollers deployed as a result of the spate of robberies as a result of Covid lockdown hardships last year September in Radnor Road. Mr van Vuuren is happy with the explanation provided.

Mr van Vuuren then referred to other general increases in the budget and this was explained due to the statutory wage increase of all PSIRA regulated organizations which our camera maintenance, camera monitoring and public safety service providers belong to, which necessitated the CID having to approve above average increases. Mr van Vuuren is happy with the explanation provided.

Mr van Vuuren refers to the recent break in at his one premises where 10 computers and a laptop was stolen within 3 minutes. Tracy states that she personally viewed this footage and gives the breakdown whereafter Mr van Vuuren accepts that it was an unfortunate incident.

Mr Raad asks Mr Scott if he is aware of all the contracts which has lapsed – grass cutting and retention pond cleansing etc. Mr Scott indicates that unfortunately Covid had a huge negative impact on staff and facilities which were completely closed at some times.

Mr Morse refers to an incident of negligence in terms of OHS by a COCT sub contractor on 2021-11-25, and asks how the COCT is evaluating these contracts. Mr Scott agrees to forward to the relevant department on receipt of all the details from Tracy which will be sent on 2021-11-26.

As there are no further questions Tracy thanks everyone for attending and wishes everyone a safe festive season

15. ADJOURNMENT

The meeting adjourns at 16:50.