



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, M. Birch

MINUTES OF THE 20TH ANNUAL GENERAL MEETING OF THE PAROW INDUSTRIA IMPROVEMENT DISTRICT ASSOCIATION (CID) HELD ON 29th NOVEMBER 2022 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 e-mail. Notices were also published in two local newspapers (Cape Times of 4 November 2022 and Die Burger of 4 November 2022 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 asks if there are any apologies other than those received prior to the meeting? None are made.

Tracy hands over to Mr Raad, the CID chairperson, to do the official welcome. Mr Raad welcomes all business owners present as well as Mr Joepie Joubert of COCT, Councillor Jackie Visser, SAPS representative (Captain Swanepoel) and Byers representative (Mr Khan).

Mr Raad then hands the proceedings back to Tracy.

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 2021/2022 book year which ran from 1 July 2021 to 30 June 2022.

Tracy then requests approval of the agenda as displayed and asks if there are any items for placing under general. The agenda is unanimously accepted by all present at the meeting.

The following persons are in attendance 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)

Michael Birch (CID Director and Michael Birch family Trust)
 Tracy Engelke (CID Manageress)
 Zaandria Liebenberg (CID Assistant)
 Joepie Joubert (COCT)
 Councillor Jackie Visser
 Hennie van Staden (V&G Personal Products)
 Brynn Fenn (Kingfisher Family Trust/Rhinoprops)
 Gustav Fichardt (Equites)
 Ian Adam (Canary Truck)
 Captain Theresa Swanepoel (Ravensmead SAPS)
 Ralph Raad (new director nomination – Raad companies)
 J Bastian (Ravensmead CPF)

The following apologies are recorded:

None

The following valid proxies were received and are noted: -

CID Member	Appointed Proxy	No of Votes
M Dundas	Michael Birch	11
A Geldenhuys	Hennie van Staden	2

3. Membership:

Tracy indicates that the following notice of changes in Membership is recorded: -
 There are currently 30 registered members on the Parow Industria Improvement District's Membership list.

3.1 Resignations:

There were no resignations in the 2021/2022 book year.

3.2 New members:

During 2021/2022 There was one new membership – Michael Birch Family Trust.

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. (13 out of 30). 6 members are a quorum. Tracy states that the notice of the meeting was published in the Cape Times and Die Burger dated 4 November 2022. 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 25 November 2021 are considered read as this was available on the CID's website. Proposed to be correct by Mr Raad and Mr Morse.

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. This was erected on 14 April 2022

6. CHAIRMANS / MANAGERS REPORT 2020/2021

Tracy informs that a detailed Chairman's / Managers Report 2021/2022 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

7. FEEDBACK ON OPERATIONS 2021/2022

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

Tracy indicates that today is the PIID's 20th AGM and that the CID is managed by a board of 5 directors with herself as Manager and Zaandria as assistant in the CID office.

Tracy states that due to the fact that comprehensive newsletters go out each month to keep everyone updated in terms of crime, reactive and proactive stats and also what happened in a particular month this presentation will be short to avoid repetition, as it is taken that the

newsletters are being read. Should it happen that you are not getting the newsletter then kindly contact the CID office so that the situation can be rectified.

The CID also sends out notices as soon as there is an incident which affects all such as a strike, electricity outages etc so that everyone is updated and this prevents the CID office phone ringing off the hook with the same message needs to be repeated multiple times.

The CID's focus remained public safety, camera monitoring, cleansing and social responsibility within the public space which cost R3 270 409.00 for the bookyear.

Tracy states that after a long drawn-out process of trying to get the then service provider, ERC up to standard, the CID Board was necessitated to review our contract and embarked on a request for proposal process whereafter Byers took over as the CID's service provider on 1 May 2022. 2 brand new branded vehicles were placed on site and Byers took over some of the existing staff and also brought in new personnel.

The cleaners in particular are now a much younger workforce and each cleaner was provided with his own dedicated trolley, allowing them to be more effective in the area. The cleaners top up service amounted to 945 bins and 860 black bags in the bookyear which is over an above items dropped at the Ravensmead drop off site.

In terms of Crime the lifting of the covid restrictions did not play a major part in terms of our operations, and crime generally shows a slight decrease year on year in terms of incidents with an increase in arrests.

Issues with local SAPS, Ravensmead are addressed as and when incidents occur and we still meet formally once a month on the first Thursday of the month at the CID office.

I would like to attribute the decrease in crime to the turnaround strategy implemented in Spin street which has always been a hotspot and crime generator in terms of its access to the scrapyards and Uitsig. I sat down with the owner of the recycling company and after due consideration they cancelled their intake of plastic, cardboard and paper. This resulted in an immediate decrease in the feet in the area from around 200 to 50 per day, with no reason to be hanging around anymore where most of the opportunistic crime stemmed from. The CID also stepped up cleaning initiatives and in turn came down hard on the recycler to keep the section in front of their business clean at all times of the day.

Trolley checks have decreased immensely as I have changed the CID's focus of many years in this regard. I found that whilst responders are checking trolleys which cannot be done effectively without physically unpacking everything out of the trolley which is time consuming, they are missing the persons who are looking for opportunistic crime. Once I stopped the trolley checks (they are now only checked when an obviously suspicious item can be seen) the number of opportunistic crimes have decreased as the footpatrollers are now watching the people.

Unsecure premises remain a problem where business owners do not lock up properly. The CID then contacts such business owner to come out and lock up properly and in some instances we do enhanced patrols.

SAPS operations took place periodically throughout the year, but as you can see on these photos after the Spin street initiative the streets are very quiet.

With regards to reporting of issues to COCT – as you will notice there has been a marked decrease in the number of issues and this can be attributed to the recovery and return to work of most departments after covid.

The CID undertook some landscaping in the bookyear in order to minimize the work that the cleaners have to do by having maintenance free gabion rocks which were dry brushed with sand and cement to set them placed on Junction circle and also along Industria Ring Road where previously there was heaped sands with dead grass and weeds on.

The CID also undertook tree trimming where the CID's camera view was blocked, after COCT indicated that they do not have funding to do this work at that stage.

COCT resurfaced the pavement in Assegaai Road in front of SSB Transport in October 2021 and Stoker Road in February 2022 and Industria Ring Road in July 2022 from Assegaai Road to Stellenberg Road.

There were 4 incidents of strikes in the area in the reporting period. The CID follows a set procedure with such incidents as explained at the last AGM, of which the minutes were available on the website. Tracy however asks if there is anyone at the meeting who would like her to expand or did everyone either attend the last AGM or read the last minutes from the website?

And that concludes the Chairmans report and feedback on operations.

Tracy hands over to Mr Morse to deal with the budget aspects.

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 5 464 705.00 (excl VAT) for the 2021/2022 financial year. Retention of R458 813.65 was refunded to the Parow Industria Improvement District Association in 2021/22

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.

The budget is unanimously approved by all present and seconded by Mr Raad and Mr Birch.

9.2 Approval of budget 2023-2024

A presentation by Mr. Morse follows (see attached document) regarding the 2023/2024 budget. Mr Morse indicates that it is a 8% additional rates required and explains the need therefor before enquiring 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 Ayres and seconded by Mr Raad.

10. APPROVAL OF IMPLEMENTATION PLAN 2023/2024

The Implementation Plan 2023/24 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 Morse and seconded by Mr Birch and unanimously accepted by the other members present at the meeting as no objections are raised.

11. APPOINTMENT OF AUDITORS FOR 2023/2024

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. Mr Raad has however tendered his notice of resignation after the finalization of this AGM. 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." Mr Raad and Mr Morse resign at the Annual General Meeting and Mr Morse is made 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 Ralph Raad who will take over the representation of all the Raad family memberships in the CID geographical area. Mr Ralph Raad was nominated by Mr Ausef Raad and seconded by Mr Andrew Thompson 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 Ralph Raad 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 Ausef Raad and seconded by Mr Ayres.

14. GENERAL / QUESTIONS AND ANSWERS

Tracy asks if there are any matters under general?

1. Mr Hennie van Staden of V&G Personal Products thanks Byers for their visibility and efforts in the area but requests that they do not do patrols in peak hours at a slow pace as it is frustrating and holds up traffic. Tracy and Mr Khan of Byers note this valid point and indicate that it will be addressed.

2. Mr Fichard of Equites indicates that everytime there is heavy rains the premises of Avery Dennison and @ Home in Assegaai Road are flooded. He indicates they have taken the matter up with the COCT but have failed to receive answers. Tracy informs that business owners will have noted that there has been many land surveyors in the area lately and this is due to measurements etc being taken for the Elsieskraal Master Plan which will address the issue of flooding with heavy rains in the area. Tracy undertakes to enquire by the COCT on timeframes for this project and when Parow Industria will be addressed.

Mr Ayres mentions that he is of the opinion that a lot of sand is landing up in the catchpits and the City needs to put G5 around the catchpits to minimise this from happening in heavy rains. Tracy will take this up with COCT.

3. Mr Morse then hands over a gift to Mr Ausef Raad for his contribution in establishing the CID and being on the board of directors for the past 20 years.

4. Councillor Visser hands over a certificate of appreciation to Mr Ausef Raad for his contribution from Sub council 6.

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

15. **ADJOURNMENT**

The meeting adjourns at 17:00 whereafter refreshments are served.

(Minutes taken by T Engelke)