



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.D Thomson (Chairperson); G.T. Morse; R.L. Ayres; R J Raad, M. Birch

MINUTES OF THE 21ST ANNUAL GENERAL MEETING OF THE PAROW INDUSTRIA IMPROVEMENT DISTRICT ASSOCIATION (CID) HELD ON 23rd NOVEMBER 2023 AT 16:00 AT CFW INDUSTRIES BOARDROOM, 1A 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 27 October 2023 and Die Burger of 27 October 2023 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 Thomson, the CID chairperson, to do the official welcome. Mr Thomson 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 Thomson thanks Tracy and Zaandria for the work done as well as his fellow board of directors. He continues to indicate the CID mission is to keep the area safe for property owners and their employees, keep the area neat and functional and thereby increase property values. Mr Thomson states that the CID strength is its dedicated staff, own control room and committed directors but unfortunately there are also challenges which are the close proximity to Uitsig with its gangs and drugs, and then there is drive in crime, shootings and there was a kidnapping. In contrast, the successes are despite this, the low crime rate due to constant monitoring and reaction, and the close co-operation with Ravensmead SAPS. Mr Thomson then hands back the proceedings 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 2022/2023 book year which ran from 1 July 2022 to 30 June 2023.

Tracy then requests approval of the agenda as displayed and asks if there are any items for placing under general. There are no new points for under General. The agenda is unanimously accepted by all present at the meeting.

The following persons are in attendance as per the attendance register:

Ralph Raad (CID director and representative for all 6 Raad owned companies)
 Richard Ayres (CID Director and Timberlane representative)
 Andrew Thomson (CID Chairperson and Chantec representative)
 Michael Birch (CID Director and Michael Birch family Trust representative)
 Tracy Engelke (CID Manageress)
 Zaandria Liebenberg (CID Assistant)
 Joepie Joubert (COCT)
 Councillor Jackie Visser
 Captain Theresa Swanepoel (Ravensmead SAPS)
 Mr Khan (Byers)
 Chris and Carol Coxwell (Robjane properties)
 Willem Rossouw (Elegante 1009: OT Joiners and Elegant roofing representative)
 Wouter Oliver (Sondor)
 Aldre Geldenhuys (Texstel investments – V & G personal products)
 Sian Joy Eksteen (Austen Dundas Properties representative)
 Ian Adam (canary Truck)
 Yunus Turan (Castco/Formit)

The following apologies are recorded:

Greg Morse (Director and Peninsula Beverages representative)

The following valid proxies were received and are noted: -

CID Member	Appointed Proxy	No of Votes
Peninsula Beverages	Mr Ralph Raad	27

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 physical resignations in the 2022/2023 book year. The Donald Brown Group/Satinsky 161 however ceased to be a member in February 2023 due to no longer being in the area.

3.2 New members:

During 2022/2023 There was one new membership.
 Kingfisher family Trust joined on 16/11/2022.

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. (17 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 27 October 2023. 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 2022 are considered read as this was available on the CID's website. Proposed to be correct by Mr Thomson and Mr Birch.

5.2 Matters Arising:

5.2. Feedback was sought on the Elsieskraal stormwater catchment plan: The latest feedback is that detailed designs with an estimate for the construction cost of a 3500m stormwater culvert in Ravensmead which will provide relief to our area is only envisaged for construction in 2026. Tracy therefor recommends that the item be removed from the minutes going forward until 2026.

6. CHAIRMANS / MANAGERS REPORT 2022/2023

Tracy informs that a detailed Chairman's / Managers Report 2022/2023 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 Raad and Mr Thomson.

7. FEEDBACK ON OPERATIONS 2022/2023

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

Tracy indicates that today is the PIID's 21st 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 main focus remained public safety and camera monitoring within the public space which cost R3 142 914.00 for the book year.

Tracy states that Byers has settled in nicely in the past book year and has now been the CID service provider for public safety, camera monitoring as well as cleansing for a year and a half. Mr Khan as the dedicated Byers site manager for Parow CID is doing a sterling job in keeping the workers on an acceptable standard and he is commended for his over and above efforts.

For the period under review the CID had 38 cameras which are monitored 24/7/365 days a year by 2 controllers.

2 patrol vehicles raked up 133 719km in the book year. Each vehicle has one responder with 3 foot patrollers deployed at hotspots with specific deployments at peak times. On nightshifts there is an extra responder on the one vehicle.

The team attended to 27 unsecured premises that equates to 2 incidents a month where business owners failed to lock up properly and if not addressed by the CID would have left their premises vulnerable for opportunistic crime.

The 1357 trolley checks are a proactive measure to identify possible stolen goods and take the necessary action which puts the message out there that you must not even come into this area in an attempt to steal and/or sell stolen goods.

13 fires which could potentially create large scale damage were spotted, reported and extinguished.

Tracy indicates that with regards to Cleansing:

COCT solid waste department is the primary cleansing provider. In reality we see COCT solid waste cleaners once in 2 weeks. This means that the CID supplementary service which costs R485 331.00 a year is actually the main service.

The CID cleaners accumulated 2 719 bins and 1 933 black bags of refuse in the reporting period.

That brings us to the crime situation:

From the CID side there was a total of 79 incidents for the year of which 34 were from the boundaries.

The main categories are depicted on the presentation but the full figures are available on the website.

Tracy indicates that she is not going to go into detail as every month with the newsletter each and every crime is broken down for your cognizance.

Tracy indicates that daily the CID works proactively at hotspots and throughout the rest of the area to reduce opportunity and react when required. The biggest problem experienced is the break in from outside the CID boundaries, meaning the premises in Spin Street whose back walls border De la Rey Road or Industria Ring Road who border Aandblom street.

Suspects jump over the walls unseen from outside the area, commit their crime and leave the same way. The CID has no recourse except to keep requesting Ravensmead SAPS to step up their patrols on these borders.

Captain Swanepoel who is here today is once again thanked for her support and assistance. She is literally only ever a call away. Tracy indicates that the CID meets with SAPS and Byers as a combined meeting monthly to discuss crime and extends the invitation that if you as business owner experience problems with SAPS in terms of cases registered with no feedback etc then feel free to bring it under my attention. I pass this along to Captain Swanepoel who then activates the necessary detective to make contact and alleviate the concerns raised.

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, and the fact that preventative maintenance is now taking place again.

In addition, COCT resurfaced Industria Ring Road in July 2022 from Assegaai Road to Stellenberg Road. In this current book year, you will have noted that Stoker, Junction, Trans Karoo and a section of Radnor Road was done in August 2023.

The CID installed street name signage on poles throughout the area in June 2023 as the names on the curbs was proving ineffective as it only takes one trucks tyres to obliterate the name.

The CID also undertook some tree trimming to minimize the places for suspects to hide away at night, as well as where the CIDs camera view was blocked, after COCT indicated that they did not have the funding to do this work at the stage it was required.

Grass cutting was one very tedious process with the city tender not being in placed and then when subcontractors did come to site it was just one mess. The CID is now doing grass cutting out of own funds going forward every 6 weeks, and the difference is notable.

An inverter was installed in the control room in March 2023 to ensure that loadshedding has no effect on the CID operations. The Marigold feeder in the CID area is currently on the loadshedding curtailment programme.

Tracy indicates that there were 3 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 indicates that the budget aspects is to now be dealt with but due to Mr Morse who is the finance director not being available today she will present on his behalf..

8. NOTING OF AUDITED ANNUAL FINANCIAL STATEMENTS 2022/2023

Tracy indicates that the audited financial report was circulated in advance via email to registered members and also placed on the CID website for perusal by all business owners. Copies are available at the Annual General meeting. The financials met audit requirements and the CID is deemed to be in a healthy financial position.

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

9. BUDGET:

The budget is presented by Tracy. 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 5 900 104.00 (excl VAT) and allocated R182 477.00 to the rolling bad debt reserve for the 2022/2023 financial year. Retention of

R285 122.43 was refunded to the Parow Industria Improvement District Association in 2022/23.

9.1 Approval of surplus funds utilisation for 2024/2025

R500 000 surplus funding is to be placed in the budget. R250 000 under capital assets and R250 000 under projects. Tracy indicates that this will be used to continue with the grass cutting project initiated this year, SPCA donation and then landscaping and other environmental upgrading projects of strategic locations throughout the area in order to uplift the overall image of the area. No objections are raised. It is unanimously accepted by all registered members present at the meeting and approved by Mr Wouter Oliver and Sian Joy Eksteen.

9.3 Approval of the budget for 2024/2025

Tracy indicates that basically the budget comes down to an 8% increase in rates. The board is of the opinion that this is reasonable and in line with the current economic climate in order to sustain the current services provided with no negative impact on services going forward.

Tracy requests approval. Approved by Mr Wouter Oliver and seconded by Ms Sian Joy Eksteen.

10. APPROVAL OF IMPLEMENTATION PLAN 2024/2025

The Implementation Plan 2024/25 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 Raad and unanimously accepted by the other members present at the meeting as no objections are raised.

11. APPOINTMENT OF AUDITORS FOR 2024/2025

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 continued to be used for this service. This is unanimously accepted by the Members present at the meeting.

12. CONFIRMATION OF COMPANY SECRETARY FOR 2024/2025

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 no new nominations for Board members were received prior to the meeting.

Tracy indicates that the existing Board of Directors are R. Raad, G.T. Morse, R.L. Ayres, M Birch 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." Mr Birch and Mr Ayres resign at the Annual General Meeting and both 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. No new nomination were received in respect of Directorship on the CID Board. Tracy Engelke requests a proposal that the 5 directors remain in their position. There are no objections, and this is then unanimously accepted by those present at the meeting.

14. ADOPTION OF NEW MEMORANDUM OF INCORPORATION:

Tracy informs that a special resolution is required for the amendment of the new Memorandum of Incorporation (MOI) as contemplated in Section 16(5)(a) of the Companies Act, Act 71 of 2008.

Tracy goes through the main differences between the existing MOI and the new MOI as per slides provided by COCT CID department.

Tracy requests that all registered members then make their vote by means of a show of hands. There is a 100 % vote in favour of the new MOI. As only 75% is required it is deemed that the new MOI is now adopted.

14. GENERAL / QUESTIONS AND ANSWERS

Tracy asks if there are any matters under general?

Mr Wouter Olivier requests details of contact persons to initiate the Loadshedding curtailment process. Tracy indicates that the details will be provided per email the next day.

Mr Thomson then hands over a certificate to Mr Rashied Khan of Byers for his dedication and commitment on behalf of Byers as site manager for Parow CID.

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

15. ADJOURNMENT

The meeting adjourns at 16:45 whereafter refreshments are served.

(Minutes taken by T Engelke)