

**MINUTES OF THE MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON WEDNESDAY, 25 FEBRUARY 2015 AT 9h00**

**1. OPENING**

The Executive Mayor opened the meeting and welcomed everyone present.

**2. ATTENDANCE**

As per the attached attendance register.

**3. APPLICATION FOR LEAVE OF ABSENCE**

None received

**4. CONFIRMATION OF MINUTES**

**\* 4.1 Special Mayoral Committee Meeting: 22 January 2015**

That the Minutes of the Special Mayoral Meeting of 22 January 2015, be approved.

**\*\* 4.2 Mayoral Committee Meeting: 28 January 2015**

That the Minutes of the Mayoral Meeting of 28 January 2015, be approved.

**5. CONSIDERATION OF REPORTS (OPEN)**

**5.1 Section 1: Office of the Municipal Manager**

No items for consideration

**5.2 Section 2: Finance**

**Recommendation C/2/216/02/15**

**OUTSTANDING DEBT: DECEMBER 2014**

**Department: Finance Demarcation: All Wards**

**File ref: 9/1/3/4**

**Recommended by the Executive Mayor**

1. That the Credit Control & Debt Collection statistics for December 2014 be noted.
2. That a breakdown be provided between water and electricity debt and payments and that the areas being supplied with electricity by Eskom be identified.
3. That the headings in schedule 1 be reflected more clearly.
4. That the Indigent Policy be reviewed and that Councillors assist in the process.

**For Actioning refer to Council resolution**

**Recommendation C/2/217/02/15**

**REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN  
MANAGEMENT POLICY FOR THE QUARTER 01 OCTOBER TO 31  
DECEMBER 2014**

**Department: Finance Demarcation: All Wards**

**File Ref: 9/1/3/4**

**Recommended by the Executive Mayor**

1. That the Municipal Council notes the Supply Chain Management Implementation Report for the 2<sup>nd</sup> Quarter of the 2014/15 Financial Year, October to December 2014.
2. That the Municipal Council be given a full report on a quarterly basis for all tenders in excess of R200,000, outlining the names of contractors/suppliers, amount of the tender and the reason for rejection/award of the tender in accordance with the Bid Adjudication Committee's recommendations after the 21 day appeal process had lapsed.
3. That recycling be introduced with the municipality's own waste material.

**For Actioning refer to Council resolution**

**Resolution M/2/218/02/15**

**FINANCIAL REPORT FOR THE MONTH ENDING 31 JANUARY 2015**

**Department: Finance Demarcation: All Wards**

**File Ref: 9/1/3/4**

**Resolution by the Executive Mayor**

1. That the Mayoral Committee take note of the Monthly Financial Report as at 31 January 2015.
2. That the Chief Financial Officer in consultation with Councillors SB Farrow and WR Craig draft a short summary for inclusion in the covering report which should provide a brief analysis of the following aspects/indicators:
  - (a) Key expenditure
  - (b) Incomes and expenditure on line items
  - (c) Cash flow prediction
  - (d) Debtor and creditor bar chart
  - (e) The trends in terms of capital expenditure
  - (f) Indication of major deviations from the norm in respect of electricity and water billed against payment
  - (g) The way forward

**To be Actioned by: Chief Financial Officer**

**Recommendation C/2/219/02/15**

**ADJUSTMENTS BUDGET FOR THE 2014/2015 MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF)**

**Department: Finance Demarcation: All Wards**

**File Ref: 9/1/3/4**

**Recommended by the Executive Mayor**

1. That it be noted from the Mid-Year Assessment Report, an adjustment budget is necessary.
2. That the Annual Adjustments Budget of Bitou Local Municipality for the Financial Year 2014/2015, as set-out in the schedules contained in Section 4, circulated with the agenda be considered as contained in the following prescribed budget tables;
  - (a) Table B1: Adjustments budget summary



Mayoral Committee Meeting: 25 February 2015

- (b) Table B2: Adjustments Budget Financial Performance (expenditure by standard classification)
  - (c) Table B3: Adjustments Budget Financial Performance (expenditure by municipal vote)
  - (d) Table B4: Adjustments Budget Financial Performance (revenue by source)
  - (e) Table B5 to B10 as well as supporting tables SB1 to SB19
3. That the following adjustments permitted in terms of Section 28(2) of the Municipal Finance Management Act and reflected in the tables referred to in resolution (a) above be approved:
- (a) That those additional revenues that have become available over and above those anticipated in the annual budget be appropriated, but only to revise or accelerate spending programmes already budgeted for.
  - (b) That the utilisation of projected savings in one vote toward spending under another vote be authorised.
  - (c) That any errors in the annual budget be corrected.
4. That the revision to the monthly and quarterly service delivery targets and performance indicators in the Service Delivery and Budget Implementation Plan be approved to correspond with the approval of the adjustments budget.
5. That the unauthorised expenditure with regard to the Kwanokuthula Sports field be authorised through this adjustments budget.
6. That a workshop be arranged with Councillors to discuss the municipal budget.
7. That the Chief Financial Officer provide a simplified report regarding the adjustments effected in the budget.

**For Actioning refer to Council resolution**

**5.3 Section 3: Corporate Services**

**Recommendation C/3/114/02/15**

**QUARTERLY REPORT: CORPORATE SERVICES - HUMAN RESOURCES SECTION FOR THE PERIOD 1 OCTOBER 2014 TO 31 DECEMBER 2014**

**Department: Corporate Services Demarcation: All Wards**

**File Ref: 9/1/33**

**Recommended by the Executive Mayor**

1. That the Municipal Council takes note of the content of the Quarterly Report from the Human Resources Section for the period 1 October 2014 to 31 December 2014.



2. That the report include details regarding disciplinary processes and challenges.

**For Actioning refer to Council resolution**

**Recommendation C/3/115/02/15**

**APPROVAL FOR ESTABLISHMENT OF A WARD COMMITTEE FORUM IN  
BITOU MUNICIPALITY**

**Department: Corporate Services Demarcation: All Wards**

**File Ref: 3/2/2/2/2/4**

**Recommended by the Executive Mayor**

1. That the establishment of a Ward Committee Forum, under the guidance of the Speaker, be approved.
2. That the members of the Ward Committee Forum consist of;
  - a) All Ward Councillors and PR Councillors
  - b) The Municipal Manager and the Head of Departments
  - c) Two representatives of each ward nominated by such ward
3. That the Ward Committee Forum meets quarterly.
4. That an additional R100-00 per meeting be paid over and above their monthly stipend fee to each ward committee member represented on the forum.

**For Actioning refer to Council resolution**

**5.4 Section 4: Community Services**

No Items for consideration

**5.5 Section 5: Engineering Services**

No Items for consideration

**5.6 Section 6: Strategic Services**

**Recommendation C/6/267/02/15**

**PROPOSED ALIENATION AND CLOSURE OF UNMADE STRAND STREET:  
ERF 121: PLETTENBERG BAY – IN PRINCIPLE DECISION**

**Department: Strategic Services                      Demarcation: Ward 2**

**File Ref: 18/121/PB**

**Recommended by the Executive Mayor**

1. That the Municipal Council confirms in terms of Section 14 of the MFMA that the portion of unmade street at the corner of Strand - and Duminy Streets is not required for the provision of services.
2. That the Head Strategic Services be authorised to conduct the required public participation and other processes for the closure, subdivision, and rezoning and all other legal prescripts pertaining to the matter. All costs incurred in all processes are to be carried by the applicant.
3. That after the conclusion of the public participation processes as referred to in recommendation 2 above, the property be disposed of in accordance with the disposal management system as contained in the Supply Chain Policy of the municipality and that the reserve price be determined to be equal to the market related value of the property.

**For Actioning refer to Council resolution**

**Recommendation C/6/268/02/15**

**BUILDING CONTROL SECTION: QUARTERLY REPORT: OCTOBER –  
DECEMBER 2014**

**Department: Strategic Services                      Demarcation: All Wards**

**File Ref: 9/1/3/7**

**Recommended by the Executive Mayor**

1. That cognizance be taken of the quarterly report from the Building Control Section for the period October to December 2014.
2. That an investigation process be embarked upon to identify illegal encroachments and building practices.

**For Actioning refer to Council resolution**



**Recommendation C/6/269/02/15**

**TABLING OF APPROVAL OF THE PROPOSED AMENDED TOP-LAYER SDBIP  
(Service Delivery Budget Implementation Plan)**

**Department:** Strategic Services                      **Demarcation:** All Wards

**File Ref:** 5/1/4/7

**Recommended by the Executive Mayor**

1. That the Municipal Council approves the amendments to the 2014/2015 Top-Level SDBIP (Service Delivery Budget Implementation Plan).
2. That all the statutory processes be followed, for submission thereof to the relevant state bodies.
3. That the amended Top-Level SDBIP be published in the local media and on the municipal website.

**For Actioning refer to Council resolution**

**Recommendation C/6/270/02/15**

**CONSIDERATION OF WARD DELIMITATION PROPOSAL FOR 2016  
MUNICIPAL ELECTIONS**

**Department:** Office of the Executive Mayor                      **Demarcation:** All Wards

**File Ref:** 12/2/1/1/2

**Recommended by the Executive Mayor**

That the Item be referred to the Municipal Council for consideration.

**For Actioning refer to Council resolution**

6. **IN – COMMITTEE ITEMS**

Please refer to the In-Committee Minutes of even date.

7. **CLOSURE**

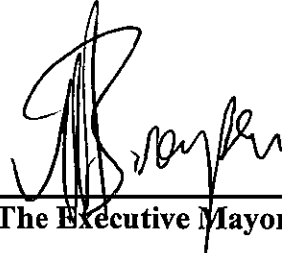
The Executive Mayor declared the meeting terminated at 11h30.

**CONFIRMED AND SIGNED**

**DATE:**

**31 MARCH 2015**

**SIGNATURE:**

A handwritten signature in black ink, appearing to read 'M. Booyen', is written over a horizontal line. The signature is stylized and cursive.


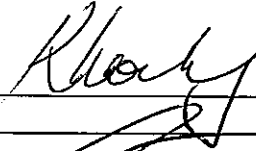
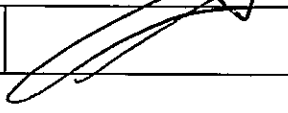
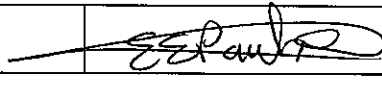
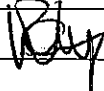


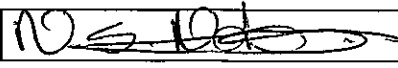
**The Executive Mayor, Councillor M Booyen**



ATTENDANCE REGISTER: MAYORAL COMMITTEE

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,  
MUNICIPAL OFFICES, SEWELL STREET, WEDNESDAY, 25 FEBRUARY 2015  
AT 09H00

<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR M BOOYSEN (EXECUTIVE MAYOR)	
COUNCILLOR RS KOEBERG (DEPUTY EXECUTIVE MAYOR)	
COUNCILLOR N M DE WAAL	
COUNCILLOR EE PAULSE	
NON - MEMBERS	SIGNATURE
COUNCILLOR S BESANA	
COUNCILLOR WR CRAIG	
COUNCILLOR S FARROW	
COUNCILLOR AR OLIVIER	
COUNCILLOR SE GCABAYI	
COUNCILLOR MM MBALI	
COUNCILLOR N NDAYI	
COUNCILLOR LM SEYISI	
COUNCILLOR H PLAATJIES	



ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

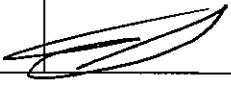

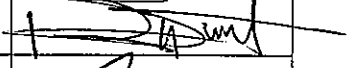

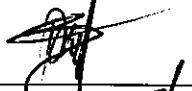


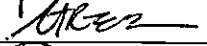
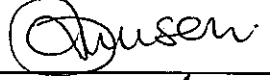




MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,  
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON  
WEDNESDAY, 25 FEBRUARY 2015 AT 09H00

OFFICIALS

NAME

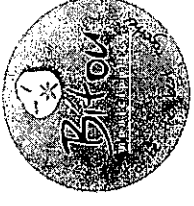
DESIGNATION

SIGNATURE

<u>NAME</u>	<u>DESIGNATION</u>	<u>SIGNATURE</u>
<b>Municipal Manager</b>		
Mr. A A Paulse	Municipal Manager	
<b>Heads of Department</b>		
Mr F M Lötter	Chief Financial Officer	
Mr. R Smit	Head Corporate Services	
Mr. C Schliemann	Acting Head: Strategic Services	
Me P Nggumshe	Head: Engineering Services	
Mr. M Stratu	Head: Community Services	
<b>Managers</b>		
Mr. T Loliwe	Chief Internal Auditor	
Ms A A Greyling	Manager: Administration	
Mrs JJ Jansen	Acting Principal Admin Officer	
Ms M Nel	Clerk/ Administrator	
Mr. H. SWARTZ	Acting Manager: Communications	
Mr. S. Dladla	Mayoral Office	
Thandeka Mponbe	Clerk/Administrator	



# Bywoningsregister / Attendance Register



## Interested members of the Public

Thank you for attending.

Dankie vir u belangstelling.

Naam Name	Contact No Kontak Nr	Email address or fax Epos adres of faks	Representing	Signature
C. Vlok	533-5155	Christo.Vlok@telkomsa.net	PUS TT RATUPAYERS	
A. ECKOR	533 0093	APOLGAY	u	
IM BORDING	533-5455	board@idb.us	Credit Committee	