

MINUTES OF THE MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON FRIDAY, 20 OCTOBER 2023 AT 9h08

1. OPENING

The Executive Mayor, Councillor D J Swart welcomed everyone present at 9h08 and requested a moment of silent prayer for guidance.

2. ATTENDANCE

As per attached attendance register.

3. APPLICATION FOR LEAVE OF ABSENCE

None received.

4. DECLARATION OF INTEREST

None received.

5. CONFIRMATION OF MINUTES

5.1 Minutes of the Mayoral Committee Meeting: 4th October 2023

That the minutes of the Mayoral Committee Meeting of 4th October 2023, be and are hereby **CONFIRMED AND SIGNED.**

Proposed: Councillor W J Nel
Seconded: Councillor M P Busakwe

6. COMMUNICATIONS BY THE EXECUTIVE MAYOR

None

7. PRESENTATIONS

None

8. NOTING OF OUTSTANDING / PARTIALLY IMPLEMENTED MAYCO RESOLUTIONS

That the noting of outstanding/partially implemented MayCo resolutions extracted on 17 October 2023, be noted.

For information



9. CONSIDERATION OF REPORTS (OPEN)

Section 1: Office of the Municipal Manager

Recommendation C/1/166/10/23

MUNICIPAL COUNCIL RECESS AND DELEGATION TO EXECUTIVE MAYOR FOR THE PERIOD 18 DECEMBER 2023 TO 14 JANUARY 2024

Portfolio Comm: Finance & Corporate Services
File Ref: 2/2/2/1

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

1. That the Municipal Council go into recess from Monday, 11th December 2023 till Sunday, 14 January 2024.
2. That Council approve the early commencement of duty of appointed Portfolio Heads to conduct the shortlisting process of the vacant senior management positions, i.e. 10 January 2024.
3. That, in view of [1] above, the Executive Mayor, Cllr D J Swart or the person acting in his position, be delegated and authorised to perform all the official Municipal Council duties, functions and responsibilities during the periods Monday, 11th December 2023 until Sunday, 14 January 2024, with the exception of those powers as set out in Section 160(2) of the Constitution of the Republic of South Africa, 1996, namely:
 - (a) *the passing of by-laws;*
 - (b) *the approval of budgets;*
 - (c) *the imposition of rates and other taxes, levies and duties; and*
 - (d) *the raising of loans; as well as;*
 - (e) *disposal of council properties;*
 - (f) *approval of Integrated Development Plan;*
 - (g) *the appointment of managers directly accountable to the Municipal Manager in terms of Section 56 of the Municipal Systems Act; and*
 - (h) *the appointment of the Municipal Manager and Acting Municipal Managers in terms of Section 54A of the Municipal Systems Act.*

Proposed: Councillor J N Kamkam
Seconded: Councillor W J Nel

For execution refer to Council resolution



Section 2: Financial Services

Recommendation C/2/155/10/23

REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE 1st QUARTER 01 JULY TO 30 SEPTEMBER 2023

Portfolio Comm: Finance & Engineering

File Ref: 8/1/5/5/2

Demarcation: All Wards

Delegation: Council

Recommended by the Executive Mayor

1. That Council notes the Supply Chain Management Implementation Report for the 1st Quarter, 01 July to 30 September 2023, of the 2023/24 financial year in terms of Section 6(3) of the SCM Policy.
2. That a tariff for refuse bins be determined and that all refuse bins issued, be marked in future.

Proposed: Councillor J N Kamkam

Seconded: Councillor W J Nel

For execution refer to Council resolution

Recommendation C/2/156/10/23

RETROSPECTIVE BILLING FOR INCORRECTLY BILLED CUSTOMERS IDENTIFIED DURING THE REVENUE ENHANCEMENT PROGRAMME

Portfolio Comm.: Finance and Corporate Services

File Ref: 5/14/1/1

Demarcation: All Wards

Delegation: Council

Recommended by the Executive Mayor

1. That the Council approves that the correction of service charges will be retrospectively corrected for up to a period of the current financial year plus 6 months of the preceding financial year during the implementation of the revenue enhancement programme.
2. That affected property owners be consulted prior to the issuing of letters mentioned in 1.
3. That the Council notes that property rates corrections will be effected as dictated by the approved tariff policy of the municipality read with the provisions of Section 78 of the Municipal Property Rates Act.
4. That inspections be carried out on the properties of indigent applicants to ensure that all properties are accounted for that has been converted to flats.

Proposed: Councillor D J Swart

Seconded: Councillor W J Nel

For execution refer to Council resolution

(Approved: 30 November 2023)



Resolution M/2/157/10/23**REVENUE MANAGEMENT REPORT – SEPTEMBER 2023**

Portfolio Comm.: Finance & Corporate Services
File Ref: 9/1/3/4

Demarcation: All Wards
Delegation: MayCo

Resolved

1. That the Revenue Management Report for the month of September 2023, be noted.
2. That it be noted that the amount due by approved indigents amounted to R 14,556,931 at end September 2023 excluding the new applications still in circulation for approvals and will be written off in October 2023.
3. That it be noted that the amount of R 336,526 has been written off as bad debt in the 50% settlement discount program and an amount of R 468,826 collected in the month of September 2023.

Proposed: Councillor J N Kamkam
Seconded: Councillor W J Nel

FOR INFORMATION: Manager: Revenue
Cc: Acting Director Financial Services

Recommendation C/2/159/10/23**DETERMINATION OF DATE OF VALUATION FOR THE 2025 - 2029 GENERAL VALUATION ROLL**

Portfolio Comm: Finance and Corporate Services
File Ref: 5/3/2

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

That the date of valuation be determined as 1 July 2024, for the purpose of compiling the general valuation roll for the period 1 July 2025 – 30 June 2029.

Proposed: Councillor J N Kamkam
Seconded: Councillor W J Nel

For execution refer to Council resolution



Resolution M/2/160/10/23**SECTION 71 REPORT FOR THE MONTH OF SEPTEMBER 2023**

Portfolio Comm: Finance & Corporate Services
File Ref: 9/1/3/4

Demarcation: All Wards
Delegation: MayCo

Resolved

That Mayco take note of Section 71 report for the month ended 30 September 2023.

Proposed: Councillor J N Kamkam
Seconded: Councillor D J Swart

FOR INFORMATION: Manager: Budget & Reporting
Cc: Acting Director Financial Services

Recommendation C/2/161/10/23**REQUEST FOR CORRECTION OF CEMAIR ACCOUNT TO CORRELATE WITH THE SLA AND ADDENDUM THERETO WITH SUBSEQUENT WRITE-OFF**

Portfolio Comm: Finance & Corporate Services
File Ref: 17/12/3

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

1. That the Council note the content of the report.
2. That it be noted that subsequent to a meeting held with Bitou Municipal Officials on the 26th of July 2023, Cemair failed to provide evidence of the amounts spent on the upgrading of the airport and that subsequently no debt set-off could be performed.
3. That authorisation be provided for the correction and associated write-offs on the account of Cemair for the period 1 July 2020 to 30 June 2023 as contained in the table hereunder:

Balance - 05/10/2023		1 765 472.40
	Fire service Charges	874 504.70
	VAT	131 175.68
	Interest	158 748.90
Amounts to be reversed		- 1 164 429.28
Amount to be levied	Landing fees	1 682 757.51
Amount due		2 283 800.63

4. That the correction in respect of the landing fees as stated in the table in recommendation "3" above be done and that the outstanding amount be demanded from Cemair for immediate settlement, failure which action for the recovery thereof be instituted.

Proposed: Councillor J N Kamkam

Seconded: Councillor W J Nel

For execution refer to Council resolution

Recommendation C/2/162/10/23

LIST OF WITHDRAWALS FROM MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 30 SEPTEMBER 2023

Portfolio Comm: Finance & Engineering

File Ref: 5/15/6

Demarcation: All Wards

Delegation: Council

Recommended by the Executive Mayor

1. That the Municipal Council confirms the withdrawals that were made in terms of Section 11 (1) (b) to (j) of the Local Government: Municipal Financial Management Act, 2003 for the quarter July 2023 to September 2023.
2. That the report accordingly be presented to the Provincial Treasury: Western Cape and Auditor – General, as determined by Section 11(4) (b) of the Local Government: Municipal Finance Management Act, 2003.

Proposed: Councillor J N Kamkam

Seconded: Councillor W J Nel

For execution refer to Council resolution

Recommendation C/2/163/10/23

COST CONTAINMENT REPORT FOR THE QUARTER ENDING 30 SEPTEMBER 2023

Portfolio Comm: Finance & Corporate Services

File Ref: 9/1/3/4

Demarcation: All Wards

Delegation: Council

Recommended by the Executive Mayor

That cognisance be taken of the Cost Containment report for the quarter ending 30 September 2023.

Proposed: Councillor J N Kamkam

Seconded: Councillor W J Nel

For execution refer to Council resolution

(Approved: 30 November 2023)



Recommendation C/2/164/10/23**VIREMENT REPORT FOR THE FIRST QUARTER ENDED 30 SEPTEMBER 2023****Portfolio Comm:** Finance & Engineering**File Ref:** 9/1/3/4**Demarcation:** All Wards**Delegation:** Council**Recommended by the Executive Mayor**

That cognisance be taken of the Virements that have been considered or processed during the first quarter of the 2023 2024 financial year.

Proposed: Councillor J N Kamkam**Seconded:** Councillor M P Busakwe**For execution refer to Council resolution****Section 3: Corporate Services****Recommendation C/3/124/10/23****DETERMINATION OF UPPER LIMITS OF SALARIES, ALLOWANCES AND BENEFITS FOR MEMBERS OF MUNICIPAL COUNCILS: 2022/2023****Portfolio Comm:** Finance & Corporate Services**File Ref:** 12/2/1/3/1**Demarcation:** All Wards**Delegation:** Council**Recommended by the Executive Mayor**

1. That the remuneration of the members of the Bitou Local Municipal Council be determined, as promulgated in Government Gazette No 49142 dated 18 August 2023, at the upper limit of a Grade 3 Local Municipality, as determined as follows:

Total Municipal Income (2021/2022)	R 514 475 812	- 33.33 Points
Total population (in terms of the 2016 survey)	59 157	- <u>16.67 Points</u>
Total Points		<u>50.00 Points</u>

2. That, read with 1. above, the total annual remuneration packages of the respective members of the Bitou Local Municipal Council which includes a basic salary component, a motor vehicle and travel allowance as provided in items 9(1)(a) of the determination, housing allowance as provided in item 9(2) of the determination, the municipal contribution to a pension, provident or retirement annuity fund as provided in item 13(1) of the determination and the municipal contribution to a medical aid scheme as provided in item 13(2)(a) of the determination, including the upper limits of cell phone allowances and of mobile data bundles as provided in item 11 and 12, respectively, be thus determined as follows:



Grade 3	No	Remuneration Package	Cell Phone and Data Allowance	Cost per Councillor	Cost to Council
Executive Mayor	1	920 379,00	47 004,00	967 383,00	967 383,00
Deputy Executive Mayor	1	736 304,00	47 004,00	783 308,00	783 308,00
Speaker	1	736 304,00	47 004,00	783 308,00	783 308,00
Whip of Council	1	385 097,00	47 004,00	432 101,00	432 101,00
Mayco Member	2	690 286,00	47 004,00	737 290,00	1 474 580,00
Ordinary Councillor	6	291 266,00	47 004,00	338 270,00	2 029 620,00
Section 79 Chairperson	1	373 791,00	47 004,00	420 795,00	420 795,00
Total		4 133 427,00	329 028,00	4 462 455,00	6 891 095,00

- That the Municipal Manager be petitioned to seek concurrence of the determination of the remuneration of members of the Bitou Local Municipal Council, as mentioned in 1 and 2 above.
- That only after concurrence has been received from the MEC responsible for Local Government in the province, the increase be implemented.

Proposed: Councillor J N Kamkam
Seconded: Councillor M P Busakwe

For execution refer to Council resolution

Recommendation C/3/125/10/23

SCHEDULE OF MEETINGS FOR COUNCILLORS FOR 2024 FOR PORTFOLIO COMMITTEES, MAYORAL COMMITTEES AND COUNCIL

Portfolio Comm: Finance and Corporate Services
File Ref: 3/2/3

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

- That the following schedule of dates for the Portfolio Committee Meetings, Mayoral Committee Meetings and Council Meetings for the year 2024, be approved:

MEETING SCHEDULE: 2024					
Closing Dates for Agendas	Preliminary Meeting	Portfolio Committees	Mayoral Committee Meetings	Ordinary Council Meeting	Special Council Meeting
9/1/2024	11/1/2024	17/1/2024 18/1/2024	24/1/2024	25/1/2024	
5/2/2024	7/2/2024	13/2/2024 14/2/2024	21/2/2024		28/2/2024 (Adjustment budget approval)
5/3/2024	7/3/2024	13/3/2024 14/3/2024	20/3/2024		28/3/2024 (Draft Annual Budget and IDP approval)

(Approved: 30 November 2023)

8/4/2024	10/4/2024	16/4/2024 17/4/2024	23/4/2024	30/4/2024	
7/5/2024	9/5/2024	15/5/2024 16/5/2024	23/5/2024		30/5/2024 (Budget approval and IDP Adoption)
7/6/2024	12/6/2024	19/6/2024 20/6/2024	27/6/2024		
9/7/2024	11/7/2024	16/7/2024 17/7/2024	24/7/2024	31/7/2024	
5/8/2024	7/8/2024	13/8/2024 14/8/2024	19/8/2024		23/8/2023 (Budget and IDP Process plan)
6/9/2024	10/9/2024	17/9/2024 18/9/2024	26/9/2024		
7/10/2024	9/10/2024	15/10/2024 16/10/2024	24/10/2024	31/10/2024	
11/11/2024	13/11/2024	19/11/2024 20/11/2024	27/11/2024		

- That the schedule of meetings be published as prescribed by Section 29A of the Local Government Municipal Structures Act, No 117 of 1998.
- That any other Special Council meetings be scheduled and published as and when required as prescribed by the Local Government Municipal Structures Act, No 117 of 1998 and the Bitou Municipality Rules of Order by-law.

Proposed: Councillor J N Kamkam

Seconded: Councillor W J Nel

For execution refer to Council resolution

Recommendation C/3/126/10/23

HUMAN RESOURCE MANAGEMENT DIVISION: - QUARTERLY REPORT FOR THE PERIOD 01 JULY 2023 UNTIL 30 SEPTEMBER 2023

Portfolio Comm: Finance and Corporate Services

File Ref: 9/1/33

Demarcation: All Wards

Delegation: Council

Recommended by the Executive Mayor

That Council takes note of the quarterly Human Resources management report for the reporting period 01 July 2023 until 30 September 2023.

Proposed: Councillor J N Kamkam

Seconded: Councillor M P Busakwe

For execution refer to Council resolution

Recommendation C/3/127/10/23

CLOSURE OF MUNICIPAL OFFICES BETWEEN CHRISTMAS AND NEW YEAR 2023/ 2024

Portfolio Comm: Finance and Corporate Services
File Ref: 2/6/R

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

1. That the administrative municipal offices officially close on Thursday, 21 December 2023 at 16h00 until Monday, 1 January 2024, effectively reopening on Tuesday, 2 January 2024.
2. That all essential services sections be fully operational during the closure period.

Proposed: Councillor J N Kamkam
Seconded: Councillor W J Nel

For execution refer to Council resolution

Recommendation C/3/136/10/23

PROGRESS REPORT ON MUNICIPAL FINANCE MANAGEMENT PROGRAMME FROM 2018 TILL DATE

Portfolio Comm: Finance and Corporate Services
File Ref: 4/3/5/1/2

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

That Council takes note of the training progress reports for the above-mentioned officials.

Proposed: Councillor J N Kamkam
Seconded: Councillor W J Nel

For execution refer to Council resolution

Section 3: Corporate Services

Section 4: Community Services

Recommendation C/4/137/10/23

EBENEZER PORTION 20 TOP STRUCTURES PROGRESS REPORT

Portfolio Comm: Engineering & Community Services

File Ref: 9/1/3/2

Demarcation: Ward4

Delegation: Council

Recommended by the Executive Mayor

1. That the Council take cognizance of the progress report on Ebenezer Portion 20 Top Structure project.
2. That the Council approve the selling price of the FLISP top structure and serviced site exclude input cost with regards to bulk and reticulation engineering services, but the selling price must include property transfer fees, Beneficiary Administration and Conveyancers fees.
3. That the Council approve waiver cost concessions or waiver of water, sewer and electrical connection fees.

Proposed: Councillor M P Busakwe

Seconded: Councillor J N Kamkam

For execution refer to Council resolution

Section 5: Engineering Services

Recommendation C/5/96/10/23

QUARTERLY REPORT FOR THE ELECTRICAL AND ENERGY DIVISION FOR THE PERIOD JULY – SEPTEMBER 2023

Portfolio Comm: Engineering & Community Services

File Ref: 9/1/3/5/3

Demarcation: All Wards

Delegation: Council

Recommended by the Executive Mayor

That the quarterly report for the Electrical and Energy Division for the period July – September 2023, be noted.

Proposed: Councillor M P Busakwe

Seconded: Councillor W J Nel

For execution refer to Council resolution

Recommendation C/5/97/10/23

**CAPITAL PROJECTS IMPLEMENTATION PLAN (CPIP): MONTHLY PROGRESS
REPORT FOR PERIOD ENDING SEPTEMBER 2023**

Portfolio Comm: Engineering & Community Services
File Ref: 5/7/1/12

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

1. That Council takes cognizance of the Capital Projects Implementation Plan (CPIP) for the period ending September 2023.
2. That it be noted that the Municipal Manager has committed that the following reports will be submitted to a Special Council meeting in November 2023 (date to be determined);
 - a. Demand Management Plan (*to give council assurance on progress of project*)
 - b. Progress report on all stormwater projects
 - c. Progress report on Kurland wastewater treatment works and Wittedrift

Proposed: Councillor J N Kamkam
Seconded: Councillor W J Nel

For execution refer to Council resolution

Section 6: Economic Development and Planning

Recommendation C/6/116/10/23

ECONOMIC DEVELOPMENT SECTION QUARTERLY REPORT: JULY – SEPTEMBER

Portfolio Comm: Strategic Services and Office of the MM
File Ref: 9/1/3/6

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

That Council take cognizance of the Economic Development Section activities for July to September 2023.

Proposed: Councillor W J Nel
Seconded: Councillor M P Busakwe

For execution refer to Council resolution

10. IN – COMMITTEE MATTERS

10.1 CONFIRMATION OF IN-COMMITTEE MINUTES

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

10.2 IN-COMMITTEE ITEMS

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

11. RECORDING OF COUNCILLORS PRESENT

Mayoral Committee members recorded their presence in the following order during the In-Committee MayCo session;

Councillor M P Busakwe , Councillor W J Nel, Councillor J N Kamkam and Councillor D J Swart.

12. CLOSURE

The Executive Mayor adjourned the Open meeting at 10h20 whereafter the In-Committee Session commence at 10h30.

CONFIRMED AND SIGNED

SIGNATURE:


The Executive Mayor: Councillor D J Swart



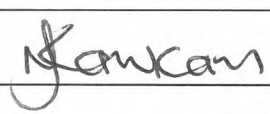

DATE:


30 November 2023

ATTENDANCE REGISTER: MAYORAL COMMITTEE

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON FRIDAY, 20 OCTOBER 2023 AT 9H00

<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR D J SWART (EXECUTIVE MAYOR)	
COUNCILLOR M P BUSAKWE (DEPUTY EXECUTIVE MAYOR)	
COUNCILLOR J N KAMKAM	
COUNCILLOR W J NEL	
NON – MEMBERS	SIGNATURE
COUNCILLOR H MITCHELL	
COUNCILLOR S E GCABAYI	
COUNCILLOR N P KOLWAPI	
COUNCILLOR S A MANGXABA	
COUNCILLOR T MHLANA	
COUNCILLOR N NDAYI	
COUNCILLOR A R OLIVIER	
COUNCILLOR N T SETI	
COUNCILLOR C N J TERBLANCHE (SPEAKER)	





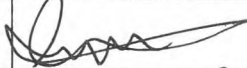
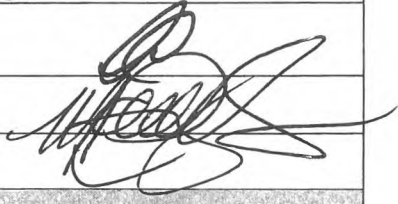
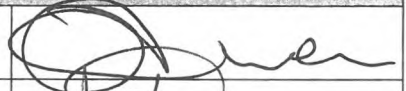
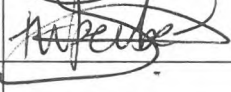

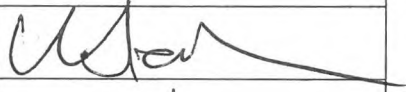
ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON FRIDAY, 04 OCTOBER 2023 AT 9H00

20th
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OFFICIALS

<u>DESIGNATION</u>	<u>NAME</u>	<u>SIGNATURE</u>
Municipal Manager	Mr M Memani	
DIRECTORS		
Acting Director: Financial Services & Senior Manager: Governance and Compliance	Mr F Lötter	
Acting Director: Corporate Services & Manager Administration	Mrs. T Wildeman	
Acting Director: Economic Development and Planning /Manager Town Planning	Mr Chris Schliemann	
Director: Community Services	Ms M Paulsen	
Director: Engineering Services	V Felton	
MANAGERS		
Principal Committee Officer	Ms J Jansen	
Committee Clerk	Ms T Mpembe	
Manager: Speaker's Office	Mr R Plaatjies	
Manager: Executive Mayor	Mr H Nieuwoudt	
Manager: Deputy Mayor Office	Mr M James	
Chief Audit Officer	Ms H Bester	
Supervisor: Chief Risk Officer	Mrs C Van Staden	
Manager :	Mr A Nannu	Virtual

ATTENDANCE REGISTER

Interested members of the Public

Thank you for attending.



NAME	CONTACT NO	EMAIL ADDRESS	REPRESENTING	SIGNATURE
CHRISTO YLOK	044 537 5135	N/A.	WARD TWO	

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG
BAY ON FRIDAY, 20 OCTOBER 2023 AT 9H00