

**MINUTES OF THE 3<sup>rd</sup> MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON TUESDAY, 22 FEBRUARY 2022 AT 9H02**

**1. OPENING**

The Executive Mayor, Councillor D J Swart welcomed everyone present at 9h02 and requested a moment of silence out of respect for the different denominations.

The Executive Mayor welcomed the Acting Municipal Manager, Mr. Noel van Stade who joined the municipality the previous week.

**2. ATTENDANCE**

The Executive Mayor, Councillor D J Swart requested Councillors and Senior Management to verbally record their presence in the following order;

**MayCo Members**

Deputy Executive Mayor; Councillor M P Busakwe, Councillor J N Kamkam and Councillor W J Nel

**Observers: Councillors**

Councillor N Ndayi and The Speaker; Councillor G N-J Terblanche.

**Officials**

Acting Municipal Manager; N van Stade, Director Financial Services; M Dyushu, Director Corporate Services; M Mpahlwa, Director Economic Development & Planning; Ludolph Gericke, Acting Director Community Services; A Sakati, Chief Executive Audit; H Bester, Chief Risk Officer; C van Staden, Manager: Water Services; F Samuels, Manager Electrical & Mechanical Engineering; J Cupido, Manager Communications and Customer Relations; A Namntu, Manager PMS; A Gungubele and Manager Legal Services; L Loliwe.

**Virtual**

Senior Manager Governance and Compliance; A Croutz and the Manager in the Office of the Executive Mayor, H Nieuwoudt.

(See the attached attendance register)

**Secretariat**

Manager Administration: T Wildeman; Principal Committee Officer; J Jansen, Committee Clerk; T Mpembe.



3. **APPLICATION FOR LEAVE OF ABSENCE**

None. All Mayoral Committee Members was present.

4. **CONFIRMATION OF MINUTES**

4.1 **Minutes of the 1<sup>st</sup> Mayoral Committee Meeting: 26 January 2022**

That the minutes of the Mayoral Committee Meeting of 26 January 2022, be and are hereby **CONFIRMED AND SIGNED**

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

5. **COMMUNICATIONS BY THE EXECUTIVE MAYOR**

*"We are still under level 1 Covid restrictions and need to ensure that the relevant protocols are adhered to so that we protect staff in their offices and members of the public when they visit our offices.*

*Although our financial position has improved slightly we need to closely monitor our spending and income. Our current ratio is at an acceptable level of 1:5:1 however still needs improvement.*

*Although we have discussed awareness campaigns to advise residents why it is necessary to pay their current and outstanding service accounts, nothing has yet been rolled out. We also need to determine, in the areas where payments are low, what the real reason is and the challenges these residents are experiencing to enable us to provide a workable plan to assist such residents.*

*Staff cost remains a concern and needs to be closely monitored.*

*That said, there are continuing accolades from members of the public on the improved ease of doing business with the Bitou Municipality. We still have some way to go in certain areas of customer assistance, but thanks are again due to the staff of Bitou Municipality for their efforts in assisting the Bitou Public."*

6. **PRESENTATIONS**

None

7. **NOTING OF OUTSTANDING /PARTIALY IMPLEMENTED MAYCO RESOLUTIONS**

**Resolution by the Executive Mayor**

1. That the feedback report on outstanding / partially implemented MayCo resolutions dated 16 February 2022, be **NOTED**.
2. That progress reports be submitted on the following matters;

Ref No	Item Number	Description
<b>PRINS J (Supervisor : Beaches)</b>		
514092	M/4/28/11/18	FACILITIES MANAGEMENT AND MAINTENANCE: BEACH CONTROL AND BEACH-FRONT MAINTENANCE: WORKING FOR THE COAST 1. An update is requested on whether funding has been terminated/withdrawn and if it was terminated/withdrawn whether it can be accessed again. 2. A progress report on the project and a plan going forward.
<b>LOLIWE L (Manager Legal Services)</b>		
571243	M/3/166/09/20	REVIEWED SYSTEM OF DELEGATIONS AND ADOPTION OF A DELEGATION REGISTER FOR BITOU LOCAL MUNICIPALITY 1. A progress report on the above was requested.
<b>WINDVOGEL AA (Manager Mechanical and Electrical Engineering, J Cupido project Manager)</b>		
587060	M/5/135/03/21	PROGRESS REPORT ON SOLAR WATER HEATER GEYSERS. 1. A progress report on the above was requested.

**EXECUTION:**

Acting Director Community Services  
 Director Corporate Services  
 Acting Director Engineering Services

**8. CONSIDERATION OF REPORTS (OPEN)****Section 1: Office of the Municipal Manager****Recommendation C/1/31/02/22****TABLING OF THE PROPOSED AMENDED 2021/2022 TOP-LAYER SDBIP  
(SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN)****Portfolio Comm:** Strategic Services & Office of the  
Municipal Manager**File Ref:** 5/1/1/4**Demarcation:** All Wards  
**Delegation:** Council**Recommended by the Executive Mayor**

1. That the Council approves the amendments to the 2021/2022 Top-Layer SDBIP (Service Delivery and Budget Implementation Plan).
2. That all the statutory processes be followed, for submission thereof to the relevant State bodies.
3. That the amended Top-Layer SDBIP be placed in the local media and on the municipal website.
4. That it be noted that the relevant appeal documentation in respect of Erf 562, Kurland (TRA) will be submitted to the Executive Mayor for a final decision.

**Proposed:** Councillor J N Kamkam**Seconded:** Councillor W J Nel**For Actioning refer to Council Resolution****Recommendation C/1/32/02/22****AMENDMENT OF CLAUSE 3 OF COUNCIL RESOLUTION C/1/22/01/22: DRAFT  
ANNUAL REPORT TAKEN ON 31 JANUARY 2022****Portfolio Comm:** Strategic Services & Office of the MM **Demarcation:** All Wards  
**File Ref:** 5 /11/1/1 & 9/1/1 **Delegation:** Council**Recommended by the Executive Mayor**

That Council amend clause (3) of Resolution C/1/22/01/22 taken on 31 January 2022 to read as follows;

- “3. That the Annual Report be submitted to MPAC in order to consider and evaluate the 2020/2021 Draft Annual Report to provide a detailed analysis and review thereof, and to submit an Oversight Report to Council by 31 March 2022.”

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

**For Actioning refer to Council Resolution**

**Section 2: Directorate Financial Services**

**Recommendation C/2/33/02/22**

**OUTSTANDING DEBT REPORT: DECEMBER 2021**

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

**Demarcation:** All Wards  
**Delegation:** Council

**Recommended by the Executive Mayor**

1. That the Billing & Debt Collection statistics for the month of December 2021 be noted.
2. That the Prescribed debt report be submitted to the next Finance and Corporate Services Portfolio Committee Meeting.

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

**For Actioning refer to Council Resolution**

**Recommendation C/2/34/02/22**

**SECTION 71 REPORT FOR THE MONTH OF JANUARY 2022**

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

**Demarcation:** All Wards  
**Delegation:** Council

**Recommended by the Executive Mayor**

1. That the Section 71 report for the month ending 31 January 2022 be NOTED.
2. That it be noted that the detailed Adjustment Budget report is still outstanding and that it be tabled at the next Council meeting as per resolution C/2/10/11/21, where Council referred back the Item and resolved that a comprehensive report be submitted to the next meeting of Council with relevant supporting Annexures.

3. That additional information be included in the report to compare the monthly budget versus the actual expenditure for the month of reporting.

**Proposed:** Councillor J N Kamkam

**Seconded:** Councillor M P Busakwe

**For Actioning refer to Council Resolution**

**Recommendation C/2/35/02/22**

*\*Circulated per Addendum 1*

**ADJUSTMENT BUDGET 2021/22**

**Portfolio Comm:** Finance & Corporate Services

**File ref no:** 5/1/1/17

**Demarcation:** All Wards

**Delegation:** Council

**Recommended by the Executive Mayor**

1. That the Mayoral Committee note the adjustment budget as contained in the adjustment budget narrative report as per annexure A.
2. That the Mayoral Committee recommends to Council the approval of the adjustments budget, B Schedule and supporting table as per Annexure B.
3. That the Mayoral Committee recommends to Council that the Capital Budget be reviewed to make provision for funding in respect of the Upgrade of the Kurland Wastewater Treatment Works as per Annexure C.
4. That the Mayoral Committee recommends to council the approval of RSEP amounting to R1.8 million as per annexure D.
5. That the Mayoral Committee recommends to council an additional funds newly gazetted amounting to R8.6 million which excludes Library grant of R911 000 already included in original budget on Annexure E.
6. That the Mayoral Committee recommends to council the approval of the unforeseen and unavoidable expenditure for only Qolweni and Kurland Fire and Electrification amounting to R4.5 million which was funded from employee related cost as per the Mayoral Committee resolution C/2/249/08/21 on annexure F.

**Proposed:** Councillor W J Nel

**Seconded:** Councillor J N Kamkam

**For Actioning refer to Council Resolution**

**Section 3: Directorate Corporate Services**

No Items for consideration

**Section 4: Community Services**

Resolution M/4/05/02/22

*\*Please note that the Item reference has changed from a "C" to a "M" as the Item was referred back*

**REPORT ON PROPOSED ONE STOP CENTRE PROJECT**

**Portfolio Comm:** Engineering & Community Services  
**File Ref:** 17/4/2/3/4

**Demarcation:** All Wards  
**Delegation:** Council

**Resolution by the Executive Mayor**

That the report be REFERRED BACK.

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

**EXECUTION:** Acting Director: Community Services

Recommendation C/4/06/02/22

**FESTIVE SEASONAL REPORT 2021/2022: COMMUNITY SERVICES**

**Portfolio Comm:** Engineering & Community Services  
**File Ref:** 17/1/3/1

**Demarcation:** All Wards  
**Delegation:** Council

**Recommended by the Executive Mayor**

1. That Council take cognizance of the Community Services Department Festive Seasonal Report for 2021/2022.
2. That the Council supports the festive seasonal report and that the proposals made in the Annexure to the report be NOTED.

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

**For Actioning refer to Council Resolution**

**Section 5: Engineering Services**

**Recommendation C/5/17/02/22**

**CAPITAL PROJECTS IMPLEMENTATION PLAN (CPIP): PROGRESS REPORT  
FOR PERIOD ENDING DECEMBER 2021**

**Portfolio Comm:** Finance & Engineering  
**File Ref:** 5/7/1/12

**Demarcation:** All Wards  
**Delegation:** Council

**Recommended by the Executive Mayor**

That Council takes cognizance of the Capital Project Implementation Plan (CPIP) for the period ending December 2021 and progress recorded therein.

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

**For Actioning refer to Council Resolution**

**Section 6: Economic Development & Planning**

No Items for consideration

**9. IN – COMMITTEE ITEMS**

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

**10. CLOSURE**

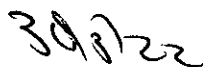
The Executive Mayor declared the Open meeting closed at 11h15.

**CONFIRMED AND SIGNED**

**SIGNATURE:**

  
The Executive Mayor: Councillor D J Swart

**DATE:**


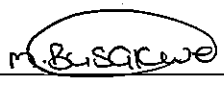
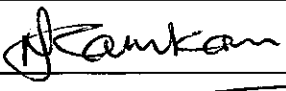



  
30/02/22



**ATTENDANCE REGISTER: MAYORAL COMMITTEE**

**BITOU LOCAL MUNICIPALITY**

**MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON TUESDAY, 22 FEBRUARY 2022 AT 9H00**

<b><u>NAME</u></b>	<b><u>SIGNATURE</u></b>
COUNCILLOR D J SWART (EXECUTIVE MAYOR)	
COUNCILLOR M P BUSAKWE (EXECUTIVE MAYOR)	
COUNCILLOR J N KAMKAM	
COUNCILLOR W J NEL	
<b>NON – MEMBERS</b>	<b>SIGNATURE</b>
COUNCILLOR M A M BOTHA	
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)	

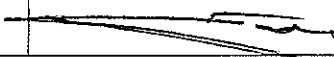
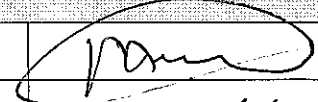
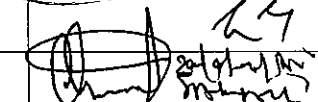
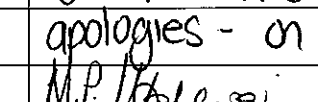
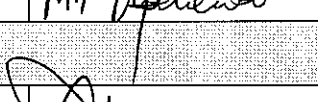
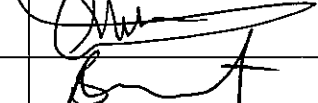
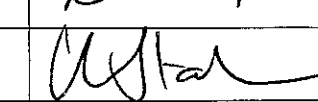
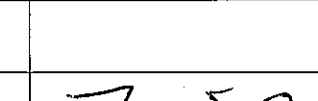
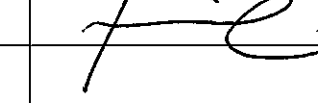
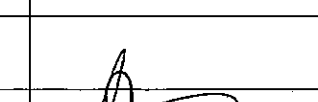
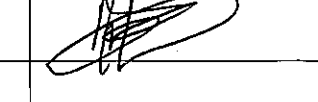
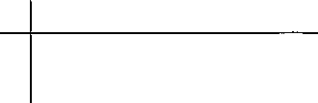


ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER,  
MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON TUESDAY, 22  
FEBRUARY 2022 AT 9H00

OFFICIALS

<u>DESIGNATION</u>	<u>NAME</u>	<u>SIGNATURE</u>
Acting Municipal Manager	Mr N Van Stade	
<b>DIRECTORS</b>		
Director: Financial Services	Mr N Dyushu	
Director: Economic Development and Planning	Mr. L Gericke	
Acting Director: Community Services	Mr. A Sakati	
Acting Director: Engineering Services	Mr M Rhode	apologies - on leave *
Director: Corporate Services	Mrs M Mpahlwa	
<b>MANAGERS</b>		
Manager: Administration	Mrs. T Wildeman	
Chief Executive Audit	Ms H Bester	
Chief Risk Officer	Mrs. C V Staden	
Senior Manager: Governance & Compliance (Acting)	Mr A Croutz	
Manager Legal Services	Mr L Loliwe	
Manager: Deputy Executive Mayor	Mr X Bangela	
Manager: Office of the Speaker	Mr R Plaatjies	
Manager: Communications	Mr A Namntu	
Principal Committee Officer	Ms J Jansen	
Committee Clerk	Ms T Mpembe	
Senior Communications Officer	Mr R Kova	
Water Services	Ms F. Samuel	
Jeanine Culpido	MR J. Culpido	

8