

MINUTES OF THE MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 24 OCTOBER 2024 AT 11H05

1. OPENING

The Executive Mayor, Councillor J N Kamkam welcomed everyone present at 11h05 and requested Councillor N P Kolwapi to opened with prayer.

2. ATTENDANCE

As per attached attendance register.

3. APPLICATION FOR LEAVE OF ABSENCE

None, all Councillors were present.

4. DECLARATION OF INTEREST

None

5. CONFIRMATION OF MINUTES

5.1 Minutes of the Mayoral Committee Meeting: 2 October 2024

That the minutes of the Mayoral Committee Meeting of 2 October 2024, be and are hereby **CONFIRMED AND SIGNED.**

Proposed: Councillor W J Nel
Seconded: Councillor A R Olivier

6. COMMUNICATIONS BY THE EXECUTIVE MAYOR

The Executive Mayor welcomed back the Municipal Manager, Mr. M Memani following a decision taken at the Special Council Meeting held on even date.

7. PRESENTATIONS

A presentation was made by the officials from the Planning and Development directorate on

“Piesang Valley Development Methodology and concept development overview”

FOR INFORMATION

8. ITEMS FOR INFORMATION WHICH HAVE BEEN DEALT WITH BY THE PORTFOLIO COMMITTEES IN TERMS OF DELEGATED AUTHORITY

That the Items for information which have been dealt with by the respective Portfolio Committees as indicated below be **NOTED**.

- *Strategic Services & Office of The Municipal Manager Portfolio Committee meeting held 17 September 2024*
- *Corporate & Finance Portfolio Committee meeting held 17 July 2024*
- *Engineering & Community Services Portfolio Committee meeting held 18 September 2024*

FOR INFORMATION**9. NOTING OF OUTSTANDING / PARTIALLY IMPLEMENTED MAYCO RESOLUTIONS**

None

10. CONSIDERATION OF REPORTS (OPEN)**Section 1: Office of the Municipal Manager**

Recommendation C/1/259/10/24

REPORT FROM THE AUDIT AND PERFORMANCE AUDIT COMMITTEE

Portfolio Comm: Strategic Services & Office of the MM

Demarcation: All Wards

File Ref: 9/1/7

Delegation: Council

Recommended by the Executive Mayor

That Council take note of the reports from the Chairperson of the Audit and Performance Audit Committee on the 2023/24 Quarter 3 and Quarter 4, and the Review of the 2023/24 Annual Financial Statements and Performance Report.

Proposed: Councillor W J Nel

Seconded: Councillor N P Kolwapi

For execution refer to Council resolution

Recommendation C/1/260/10/24**ADVERTISEMENT FOR THE APPOINTMENT OF TWO (2) ORDINARY AUDIT AND PERFORMANCE AUDIT COMMITTEE MEMBERS**

Portfolio Comm: Strategic Services & Office of the MM
File Ref: 9/1/7

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

That Council approves the advertisement to invite suitably qualified persons to submit their Curricula Vita and motivation to serve as an ordinary member on the Audit and Performance Audit Committee.

Proposed: Councillor N P Kolwapi
Seconded: Councillor A R Olivier

For execution refer to Council resolution

Recommendation C/1/261/10/24**THE APPOINTMENT OF APAC MEMBER FOR A SECOND TERM OF THREE (3) YEARS**

Portfolio Comm: Strategic Services & Office of the MM
File Ref: 9/1/7

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

That Council approves the appointment of Mr. M. Brewis as an ordinary member of the Audit and Performance Audit Committee for the 2nd term of 3 years as prescribed by MFMA Circular 65.

Proposed: Councillor N P Kolwapi
Seconded: Councillor A R Olivier

For execution refer to Council resolution

Section 2: Financial Services**Resolution M/2/233/10/24****REVENUE MANAGEMENT REPORT – SEPTEMBER 2024**

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

Demarcation: All Wards
Delegation: Portfolio Comm

Resolved

1. That the Revenue Management Report for the month of September 2024, be noted.
2. That it be noted that the amount of R 378,285 has been written off as bad debt in the 50% settlement discount program and an amount of R 645,081 collected in the month of September 2024.

Proposed: Councillor W J Nel
Seconded: Councillor A R Oliver

FOR EXECUTION Manager: Revenue Services

Recommendation C/2/234/10/24**REQUEST FOR ARREAR DEBT WRITE OFF AS PER CUSTOMER REQUESTS**

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

Demarcation: All Wards
Delegation: Portfolio Comm

Recommended by the Executive Mayor

1. That the total amount of R 88 948.55 be approved to be written off as per the Masizame Child and Youth Care Centre request for erven 4911 Kwanokuthula.
2. That the debt be written off conditional to current account being paid monthly going forward and that smart metering equipment be installed at the said properties.

Proposed: Councillor W J Nel
Seconded: Councillor A R Olivier

For execution refer to Council resolution

Recommendation C/2/235/10/24**ANNUAL TABLING OF LIST OF EXEMPTIONS, REDUCTIONS AND REBATES
ACCORDING TO MPRA 15 (3) (a) and (b)**

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

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

That the exemptions, reductions, and rebates amount of R 13 827 064,20 foregone for the 2023/2024 financial year be noted.

Proposed: Councillor W J Nel
Seconded: Councillor A R Olivier

For execution refer to Council resolution

Resolution M/2/236/10/24**SECTION 71 REPORT FOR THE MONTH OF SEPTEMBER 2024**

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

Demarcation: All Wards
Delegation: MayCo

Resolved

That the Section 71 Report for the month ended 30 September 2024, be noted.

Proposed: Councillor W J Nel
Seconded: Councillor A R Olivier

FOR INFORMATION: Manager Budget and Financial Reporting

Recommendation C/2/237/10/24**REPORT ON UNAUTHORIZED EXPENDITURE Q1 ENDING 30 SEPTEMBER 2024**

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

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

1. That Council takes note of the unauthorised expenditure that was incurred for Q1.
2. That the matter be dealt with in accordance with Section 32 of the MFMA, be investigated and the necessary consequence management processes be engaged with by the Municipal Manager.

Proposed: Councillor W J Nel
Seconded: Councillor A R Olivier

For execution refer to Council resolution

Recommendation C/2/238/10/24**VIREMENT REPORT FOR THE FIRST QUARTER ENDED 30 SEPTEMBER 2024**

Portfolio Comm: Finance & Corporate Services
Wards

Demarcation: All

File Ref: 9/1/3/4

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 2024 2025 financial year.

Proposed: Councillor W J Nel

Seconded: Councillor A R Olivier

For execution refer to Council resolution

Recommendation C/2/239/10/24**COST CONTAINMENT REPORT FOR THE QUARTER ENDING 30 SEPTEMBER 2024**

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

Demarcation: All Wards

Delegation: Council

Recommended by the Executive Mayor

That Council take note of Cost Containment Report for the quarter ending 30 September 2024.

Proposed: Councillor W J Nel

Seconded: Councillor A R Olivier

For execution refer to Council resolution

Recommendation C/2/240/10/24**LIST OF WITHDRAWALS FROM MUNICIPAL BANK ACCOUNT FOR THE QUARTER ENDED 30 SEPTEMBER 2024**

Portfolio Comm: Finance & Corporate Services
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 2024 to September 2024.

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 W J Nel
Seconded: Councillor A R Olivier

For execution refer to Council resolution

Section 3: Corporate Services

Recommendation C/3/246/10/24

SCHEDULE OF MEETINGS FOR COUNCILLORS FOR 2025 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

1. That the following schedule of dates for the Portfolio Committee Meetings, Mayoral Committee Meetings and Council Meetings for the year 2025, be approved:

MEETING SCHEDULE: 2025					
Closing Dates for Agendas	Preliminary Meeting	Portfolio Committees	Mayoral Committee Meetings	Ordinary Council Meeting	Special Council Meeting
9/1/2025	11/1/2025	15/1/2025 16/1/2025	24/1/2025	27/1/2025	
5/2/2025	7/2/2025	12/2/2025 13/2/2025	21/2/2025		27/2/2025 (Adjustment budget approval)
4/3/2025	6/3/2025	12/3/2025 13/3/2025	19/3/2025		26/3/2025 (Draft Annual Budget and IDP approval)
8/4/2025	10/4/2025	16/4/2025 17/4/2025	23/4/2025	30/4/2025	
6/5/2025	8/5/2025	14/5/2025 15/5/2025	22/5/2025		30/5/2025 (Budget approval and IDP Adoption)
5/6/2025	12/6/2025	18/6/2025 18/6/2025	26/6/2025		
8/7/2025	10/7/2025	16/7/2025 17/7/2025	23/7/2025	30/7/2025	
5/8/2025	7/8/2025	13/8/2025 14/8/2025	19/8/2025		25/8/2025 (Budget and IDP Process plan and rollover budget approval)

MEETING SCHEDULE: 2025					
Closing Dates for Agendas	Preliminary Meeting	Portfolio Committees	Mayoral Committee Meetings	Ordinary Council Meeting	Special Council Meeting
8/9/2025	10/9/2025	17/9/2025 18/9/2025	24/9/2025		
7/10/2025	9/10/2025	15/10/2025 16/10/2025	23/10/2025	30/10/2025	
11/11/2025	13/11/2025	19/11/2025 20/11/2025	27/11/2025		

2. That the schedule of meetings be published as prescribed by Section 29A of the Local Government Municipal Structures Act, No 117 of 1998.
3. 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 W J Nel
Seconded: Councillor A R Olivier

For execution refer to Council resolution

Section 4: Community Services

Recommendation C/4/227/10/24

BY LAW RELATING TO TRADING OF LIQUOR BY LICENSED ESTABLISHMENTS

Portfolio Comm: Engineering & Community Services
File Ref: 1/3/1/43

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

1. That the Council notes the report and draft by-law relating to the Control of Undertakings that Sell Liquor to the Public.
2. That the Council in principle approves and adopts the draft by-law relating to the Control of Undertakings that Sell Liquor to the Public and be published for public comments.
3. That the draft by-law, together with comments or input received from the public and other stakeholders, be resubmitted to the Council following the closure of the public participation process, for final consideration and adoption.

Proposed: Councillor A R Olivier
Seconded: Councillor N P Kolwapi

For execution refer to Council resolution

Section 5: Engineering Services**Recommendation C/5/170/10/24****CAPITAL PROJECTS IMPLEMENTATION PLAN (CPIP): MONTHLY PROGRESS REPORT FOR PERIOD ENDING SEPTEMBER 2024**

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 2024, and that the required spending percentage (%) will be achieved in December 2024.
2. That the under-expenditure of MIG funding at this stage be noted with concern.
3. That it be noted that the risks of not spending grant funding and any other risks (associated with delays) also be reported in future.

Proposed: Councillor A R Olivier
Seconded: Councillor W J Nel

For execution refer to Council resolution

Recommendation C/5/171/10/24**PROGRESS REPORT: PROPOSED UPGRADING AND EXTENSION OF THE GANSEVALLEI WASTEWATER TREATMENT WORKS**

Portfolio Comm: Engineering & Community Services
File Ref: 3/1/3/5/1

Demarcation: All Wards
Delegation: Council

Recommended by the Executive Mayor

1. That the progress report Proposed upgrading and extension of the Gansevallei Wastewater treatment works be noted.
2. That the sludge in the Gansevallei dam be cleared before the festive season.

Proposed: Councillor A R Olivier
Seconded: Councillor N P Kolwapi

For execution refer to Council resolution

Section 6: Economic Development and Planning

Recommendation C/6/159/10/24

ALIENATION OF A PORTION OF ERF 5342, KWANOKUTHULA TO ALLOW THE CONSTRUCTION OF TEMPORARY CLASSROOMS FOR MURRAY HIGH

Portfolio Comm: Strategic Services & Office of the MM
File Ref: 18/5342/PB

Demarcation: Ward 6
Delegation: Council

Recommended by the Executive Mayor

1. That the Council notes the content of the letter dated 23 August 2024 received from the Department of Education.
2. That it be resolved for the purposes of Regulation 20(1)(f)(i) of the Asset Transfer Regulations that the whole of Erf 5342 (Kwanokuthula) is not required to provide a minimum level of basic municipal services and that the portion to be purchased by the Department is surplus to the needs of the Municipality.
3. That approval be granted for the sale of a portion of Erf 5342 (Kwanokuthula) to the Department of Education at a nominal value, subject to the following conditions:
 - (a) *That the land unit to be sold be between 2,5 – 3 ha, as shown on the plan submitted by the Department;*
 - (b) *That all costs pertaining to the subdivision and registration of the land be for the account of the Department;*
 - (c) *That a Service Level Agreement be entered into between the Department of Education and the Municipality prior to transfer of the property to address aspects such as the provision and/or expansion of municipal services, the payment of augmentation and connection fees, and the combined use of the sports field in future.*

Proposed: Councillor N P Kolwapi
Seconded: Councillor A R Olivier

For execution refer to Council resolution

Recommendation C/6/160/10/24**‘COMING TOGETHER URBAN INTEGRATION PROJECT’: ERVEN 2096 AND 2856**

Portfolio Comm: Strategic Services
File Ref: 18/2096/PB

Demarcation: Ward 2
Delegation: Council

Recommended by the Executive Mayor

1. That pursuant to the Council resolution dated 31 August 2022 (Item C/4/22/08/22) and the subsequent public participation that took place as reported to Council on 31 January 2023 (Item C/4/56/01/23) it be resolved that the staff and related houses situated on the undivided Erf 2096, Plettenberg Bay may be disposed of at prices not less than market value once there properties have been subdivided.
2. That the Municipal Manager be mandated to proceed with the subdivision of Erf 2096, Plettenberg Bay to create separate erven for each staff house situated on the property.
3. That it be accepted in principle that the portions of Erf 2096 that accommodates the Engineering Department and the area that was previously used by the Provincial Roads Department as well as Public Open Space Erf 2856 be retained as strategic assets that form part of the ‘Coming Together’ project.
4. That reasonable notice be given to the Provincial Roads Department and/or the occupiers of the dwelling houses to vacate the premises previously used by the Provincial Roads Department.
5. That a report on all properties previously identified/ earmarked as “restructuring zoned properties” be tabled at the next meeting of Council in November 2024.

Proposed: Councillor N P Kolwapi
Seconded: Councillor A R Olivier

For execution refer to Council resolution

Recommendation C/6/161/10/24

IDENTIFICATION OF MUNICIPAL-OWNED LAND FOR DEVELOPMENT PURPOSES

Portfolio Comm: Strategic Services and Office of the MM **Demarcation:** All Wards
File Ref: 15/1 **Delegation:** Council

Recommended by the Executive Mayor

1. That the Council notes the status of the process to alienate the following properties:
 - (a) Erf 1496, Kranshoek;
 - (b) Erf 993, Kranshoek;
 - (c) Erven 8766, 8767, 8768, 8774, 8775, 8778, 8779, 8781, 8783, and 8785, Plettenberg Bay (New Horizons);
 - (d) Portion A of Erf 1725, Plettenberg Bay;
 - (e) Portion of Portion 41 of the Farm Hillview No. 437;
 - (f) Remainder of Portion 3 of the Farm Hillyview No. 437.
2. That it be accepted as a principle that if a land allocation is made through a tender process and the beneficiary fails to pay the purchase price and fail to take transfer of the land within a period of 2 years the allocation to that beneficiary be cancelled.
3. That Council notes the outcome of the public participation process in relation to the proposed alienation of Erf 14, Kurland, and that it be confirmed for the purposes of Section 14 (2) of the MFMA and Section 7 (a) of the Asset Transfer Regulations that this property is not required by the Municipality for its own purposes or for the provision of a basic level of municipal services.
4. That the Municipal Manager be delegated to dispose of Erf 14, Kurland through a SCM process.
5. That the Council notes the status of the process to alienate the following properties:
 - (a) Erf 226, Nature's Valley (municipal house / St Georges Avenue);
 - (b) Erf 2244, New Horizons (municipal house / Bitou Crescent);
 - (c) Erf 2324, Plettenberg Bay (municipal house / Park Lane);
 - (d) Erf 2668, Plettenberg Bay (municipal house / Oriental Place);
 - (e) Units 11 & 12, Erf 2941, Plettenberg Bay (municipal flats / Shoprite Centre).
6. That the Municipal Manager be instructed to re-advertise the proposed alienation of the properties mentioned in 5. above through a supply chain management process.

Proposed: Councillor A R Olivier
Seconded: Councillor N P Kolwapi

For execution refer to Council resolution

11. IN-COMMITTEE MATTERS

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

12. RECORDING OF COUNCILLORS PRESENT

The Mayoral Committee members recorded their presence in the following order during the In-Committee session.

Councillor N P Kolwapi, Councillor A R Oliver, Councillor W J Nel and Councillor J N Kamkam.

FOR THE RECORD – Councillor W J Nel recused himself from the In-Committee proceedings of the In-Committee meeting of even date (due to virtual attendance).

Non-member - R Willemse attended MayCo Open session.

13. CLOSURE

The Executive Mayor closed the Open meeting at 13h14. The In-Committee session convened at 13h21 and closed at 13h45.

CONFIRMED AND SIGNED

SIGNATURE:


The Executive Mayor: Councillor J N Kamkam


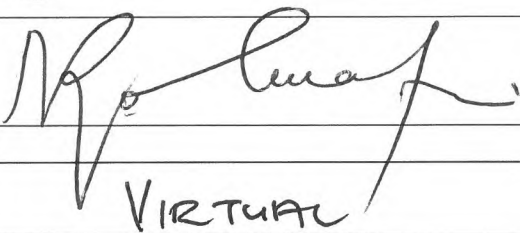


DATE:

05/12/24

ATTENDANCE REGISTER: MAYORAL COMMITTEE

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 24 OCTOBER 2024 AT 11H00

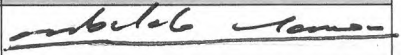
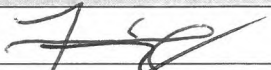



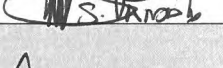
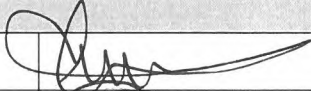
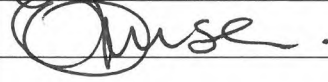
<u>NAME</u>	<u>SIGNATURE</u>
COUNCILLOR J N KAMKAM (EXECUTIVE MAYOR)	
COUNCILLOR N P KOLWAPI (DEPUTY EXECUTIVE MAYOR)	
COUNCILLOR W J NEL	VIRTUAL
COUNCILLOR A R OLIVIER	
NON – MEMBERS	SIGNATURE
COUNCILLOR M P BUSAKWE(SPEAKER)	
COUNCILLOR K DE BRUIN	
COUNCILLOR S E GCABAYI	
COUNCILLOR S A MANGXABA	
COUNCILLOR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

ATTENDANCE REGISTER


BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 24 OCTOBER 2024 AT 11H00

OFFICIALS

<u>DESIGNATION</u>	<u>NAME</u>	<u>SIGNATURE</u>
Acting Municipal Manager	Mr M Memani	
DIRECTORS		
Director: Corporate Services	Mr L Loliwe	
Director: Engineering Services	Mr V Felton	
Acting Director: Financial Services	Mr F Lötter	
Acting Director: Planning and Development	Mr F Maki	
Acting Director: Community Services	Mr S Vandala	
MANAGERS		
Manager Administration	Ms T Wildeman	
Principal Committee Officer	Ms J Jansen	
Committee Clerk	Ms T Mpembe	
Acting Senior Manager Governance and Compliance	Mr A Paulse	
Manager: Speaker's Office	Mr M James	
Manager Communication & Customer Relations	Mr A Namntu	
Manager: Executive Mayor	Mr S Liwani	
Manager: Deputy Mayor Office	Mr V Thomas	
Acting Chief Audit Officer	Mr C Koeberg	
Chief Risk Officer	Mrs C Van Staden	

Manager: Legal Services

A. Coetzee 

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 24 OCTOBER 2024 AT 11H00

[illegible]

ATTENDANCE REGISTER

Interested members of the Public

Thank you for attending.



NAME	CONTACT NO	EMAIL ADDRESS	REPRESENTING	SIGNATURE

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG
BAY ON THURSDAY, 24 OCTOBER 2024 AT 11H00

