



## LLANDUDNO SPECIAL RATING AREA IMPLEMENTATION PLAN 2017-2018

### status

### Finance, admin, and regulatory

ACTION	RESPONSIBILITY	FREQUENCY	PERFORMANCE STATUS
1. Update Committee portfolio allocations on an annual basis and update more frequently if needed	Entire board	Ongoing	Jillian Davis resigned as director, otherwise the board composition remained unchanged.
2. Review bank statement, monitor creditors / debtors monthly. Pay creditors. Review monthly income from City. Prepare monthly management accounts.	Treasurer: A Pearce	Ongoing / Monthly	Unchanged.
2. Action SRA arrears if required.	Treasurer	Ongoing / Monthly	Unchanged
3. Annual updating of CIPC information.	Treasurer: A Pearce	Monthly	Unchanged
4. Arrange Board meetings	Secretary: J Davis	Quarterly	Quarterly meetings are held. Monthly management meetings are held when needed.
5. Review budgeted vs actual performance	Treasurer	Quarterly/ Annually	Unchanged
6. Review and update annual budget and business plan.	Board	Annually	Unchanged
7. Liaison and reappointment of auditors.	Board/Treasurer	Annually	Unchanged
8. Preparation of annual financial statements	Treasurer	Annually	Unchanged
9. Preparation and set up of AGM including advertisements, venue hire etc	Chairman/secretary	Annually	Unchanged
10. Re appointment of directors, preparation of proxy forms, nomination forms, update of	Secretary/chairperson	Annually	Unchanged



membership lists.			
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## Communications and liaison

1. Liaison with City of Cape Town: Attend quarterly ward committee meetings and report back as and when needed.	M Bond-Smith as ward committee member	Ongoing	Ad hoc meetings are requested from time where deemed necessary; for instance with building matters, state of sewage and water pipes.
2. Liaison with City of Cape Town: Attend sub council 16 meetings when matters pertaining to Llandudno on agenda.	M Bond-Smith as ward committee member	Ongoing	Subcouncil 16 agendas perused.

3. Attend quarterly SRA Managers' meeting	Chairperson	Quarterly	Unchanged
4. Liaise with SAP, Hout Bay Neighbour hood watch communication as required.	Security portfolio	Ongoing	Unchanged
5. Preparation of newsletter electronic communication, update of website	H Endersby/ Secretary	Quarterly	Unchanged
6. Liaise with other stakeholders on an ad hoc basis as and when required, ie school, church, sports club, tennis club, life saving club	Various	Ongoing	Unchanged

## Security initiatives

1. Liaise with SAP, Hout Bay Neighbour hood watch communication as required.	Security portfolio	Ongoing	Unchanged
2. Recommend courses of action for improved security in respect of public open spaces	Security portfolio	Annually	Significant progress has been made with regard to the implementation of security cameras and link in to verifier. Second vehicle dedicated to public open spaces and beach area now operational and funded out of SRA budget.
3. Review security proposals with budget to assess viability	Security portfolio/ treasurer	Ongoing	Unchanged
4. Review high risk security issues in the	Security portfolio	Ongoing	Unchanged



community and address with individual owners or communities			
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## Cleansing initiatives

1. Liaise with council officials as to cleaning activities in area	H Endersby	Unchanged	Unchanged
2. Appoint private service provider to perform additional cleaning during the month	H Endersby	Unchanged	Unchanged
3. Arrange annual spring clean up by community	H Endersby	Unchanged	Unchanged

## Environment

1. Liaise with Blue Flag Beach officials and Life saving club as to assistance during blue flag beach period	H Endersby	Ongoing	Unchanged
2. Do alien removal in conjunction with City officials on annual basis on common areas	H Endersby	Unchanged	Unchanged
3. City to owners with alien vegetation on their properties to remove.	H Endersby	Ongoing	Unchanged

## Special Projects

1. Upgrade of the swimming pool of the school. Appetite for this will be gaged at the AGM to determine a way forward	J Aufrichtig	Ongoing	Ongoing
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