



LLANDUDNO SPECIAL RATING AREA IMPLEMENTATION PLAN 2018-2019

status

Finance, admin, and regulatory

ACTION	RESPONSIBILITY	FREQUENCY	PERFORMANCE STATUS
1. Allocation of portfolios on the board. Current allocations are: Kiki Bond-Smith Chairperson Alistair Pearce Treasurer Carel de Ridder Security Paolo Lupini Infrastructure- resigned as director but will continue to be co-opted to advise on this portfolio Margie McKenzie communication/rates Jody Aufrichtig Special projects and security Huck Endersby Environment Beach Wesley Corbett- Security (new appointment co-opted by the board)	Entire board	Ongoing	All portfolios have been allocated and accordingly we are able to implement and action as per submitted business plan.
2. Review bank statement, monitor creditors / debtors monthly. Pay creditors. Review monthly income from City. Prepare monthly income and expenditure accounts.	Treasurer: A Pearce	Ongoing / Monthly	Submit report to Board and to the City by 15 of each month.
2. Action SRA arrears if required.	Treasurer	Ongoing / Monthly	Table at board meeting for notification.
3. Annual updating of CIPC information.	Company secretary	Monthly	Submit CIPC documents annually
4. Arrange Board meetings		Quarterly	Quarterly meetings are held. Monthly management meetings are held when needed. Report back is done



			frequently.
5. Review budgeted vs actual performance and perform budget review.	Treasurer	Quarterly/ Annually	Submitted at regular board meetings. Submit budget review to City of Cape Town by 31 Jan
6. Review and update annual budget and implementation plan.	Board	Annually	Submitted to the CoCT and tabled at board meetings. Presented at AGM in terms of timeline.
7. Liaison and reappointment of auditors.	Board/Treasurer	Annually	Appointed at AGM per resolution.
8. Preparation of annual financial statements and submit to CoCT	Treasurer	Annually	Attend to this within requisite timeframes. Submit AFS to city by 31 August annually.
9. Preparation and set up of AGM including advertisements, venue hire etc	Chairman/secretary	Annually	Host successful AGM in compliance with City and Companies act.
10. Re appointment of directors, preparation of proxy forms, nomination forms, update of membership lists.	Secretary/chairperson	Annually	Director nomination forms posted on website to encourage additional nominations for board directors.
11. Obtain annual tax clearance certificate	Treasurer	Annually	Obtain within requisite timeframes.
12. Submit management report to subcouncil, submit input in integrated development plan and capital budget of CoCT	Treasurer	Annually	Submit input within stipulated timeframes. Management report on AFS to be submitted within 3 month of AGM. Comment on IDP And capital budget to be submitted by End Oct and and Feb.
13. Conduct mid year review	Treasurer	Annually	Submit mid year review to CoCT by 31 January each year.

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	Uncertain at this stage; await outcome of reelection on ward committee.
3. Attend quarterly SRA Managers' meeting	Chairperson	Quarterly	Report to board
4. Liaise with SAP, Hout Bay Neighbour hood watch communication as required.	Security portfolio	Ongoing	Reported to board at quarterly meetings.
5. Preparation of newsletter electronic communication, update of website	H Endersby/ Secretary	Quarterly	Distributed quarterly to registered owners.



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	Quarterly report to board
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Security initiatives

1. Liaise with SAP, Hout Bay Neighbour hood watch communication as required.	Security portfolio	Ongoing	Detailed report back to board at quarterly meetings. Ongoing report back of security incidents.
2. Recommend courses of action for improved security in respect of public open spaces	Security portfolio	Annually	
3. Review security management plan	Security portfolio/ treasurer	Ongoing	Approve changes to security management plan.
4. Review high risk security issues in the community and address with individual owners or communities	Security portfolio	Ongoing	Unchanged
5. Review contract and renewal thereof	Security	Annually	Report to board as to options re additional service providers and competitive pricing.

Cleansing initiatives

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

Environment

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



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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