



## LLANDUDNO SPECIAL RATING AREA IMPLEMENTATION PLAN 2019-2020

### status

### Finance, admin, and regulatory

ACTION	RESPONSIBILITY	FREQUENCY	PERFORMANCE STATUS
1. Prepare monthly income and expenditure accounts.	Treasurer: A Pearce	Ongoing / Monthly	Review bank statement, monitor creditors / debtors monthly. Pay creditors. Review monthly income from City. 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. Board members in arrear cannot participate in meeting.
3. Comply with CIPC requirements.	Company secretary	Monthly	Submit CIPC documents timeously Register auditors and submit it to CIPC within 10 business days of change. Register new directors and submit to CIPC within 10 business days of change. Submit annual returns within 30 business days after the anniversary date of NPC. Maintain membership list. Keep minutes.
4. Arrange Board meetings		Quarterly	Monthly 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 board meetings. Submit budget review to City of Cape Town by 31 Jan
6. Compile annual budget and implementation plan.	Board	Annually	Submitted to the CoCT for approval.  Board to submit IP and budget
7. Appointment of auditors.	Board/Treasurer	Annually	Appointed at AGM per resolution.
8. Annual financial statements.	Treasurer	Annually	Submit AFS to city by 31 August.
9. Annual general meeting	Chairman/secretary	Annually	Host legally compliant AMG ito Companies Act and SRA legislation before 31 January.
10. Update of membership lists.	Secretary/chairperson	Annually	Have a NPC membership list that represents the CID community. Update NPC membership frequently. Ensure that membership application request is prominent on the web page.
11. Obtain annual tax clearance certificate	Treasurer	Annually	Obtain within requisite timeframes.
12. Submit management report and AFS to subcouncil, submit input in integrated development plan and capital and operating budget of CoCT	Treasurer	Annually	Submit input within stipulated timeframes. Management report and AFS to be submitted within 3 month of AGM. Comment on IDP And capital and operating budget to be submitted by End Oct and Feb.
13. Conduct mid year review	Treasurer	Annually	Submit mid year review to CoCT by 31 January each year.
14. VAT reconciliations and tax returns	Treasurer	Annually and bi monthly	Submit bi-monthly and annually to SARS
15. Compile SRA renewal applications	Board	Fourth year	Submit renewal application in year 4 of 5 year business plan
16. Successful day to day management and operations of CID	Board	Quarterly	Quarterly feedback to board per portfolio
17. Appointment of service providers	Board		Competitive appointment process needs to be followed when service providers are appointed.
18. Budget mid year review		Annually	Updated and adjusted budget submitted to the City by 28 February

## Communications, liason and social

1. Liaison with City of Cape Town: Attend quarterly ward committee meetings and report back.	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 sewer and water pipes.
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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 wa committee.
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3. Attend quarterly SRA Managers' meeting	Chairperson	Quarterly	Report to board at quarterly meetings.
4. Liaise with SAP, Hout Bay Neighbour hood watch communication.	Security portfolio	Ongoing	Reported to board at quarterly meetings.
5. Preparation of newsletter electronic communication.	H Endersby/ Secretary	Quarterly	Distributed quarterly to property owners.
6. Liaise with other stakeholders (school, church, sports club, tennis club, life saving club)	Various	Ongoing	Quarterly report to board on interacting with stakeholders.
7. Website	Claire Coetzee	Ongoing	Up to date website with al legislated requirements to be displayed.

## Public safety

1. Liaise with SAP, Hout Bay Neighbour hood watch communication as required.	Security portfolio	Ongoing	Detailed report back to board at quarterly meetings. Ongoir report back of security incidents.
2. Recommend courses of action for improved security in respect of public open spaces	Security portfolio	Annually	Detailed presentation at AGM as to tender process ar appointment of service providers
3. Review public safety plan	Security portfolio/ treasurer	Ongoing	Approve changes to security management plan.
4. Identified high risk security issues	Security portfolio	Ongoing	Report on high risk security issues within the CID to the boar and how to deal with this for approval by board
5. Appointing of service providers	Security portfolio	5 <sup>th</sup> year	Report to board as to options re additional service providers ar competitive pricing and to ensure that competitive appointme process was followed.
6. Review of service providers	Security portfolio	Year 3	Review the performance of public safety contractor performance in year 3 with option to renew for 2 addition years if performance is satisfactory.



## Cleansing and environmental initiatives

1. Report cleaning issues by way of C3 notification.	H Endersby	Ongoing	Report to board on status of C3's.
2. Appoint private service provider	H Endersby	annual	Report to board as to competitive bidding process being followed.
3. Arrange annual spring clean up by community	H Endersby	annual	Report to board
4. Manage beach areas	H Endersby	Ongoing	Liaise with blue flag beach officials and life saving club as to assistance during blue flag beach period. Repo to board
5. Alien removal	H Endersby	monthly	Conduct in conjunction with City officials on quarterly basis on common areas report to board at quarterly board meetings
6. Infrastructural defects (missing drain covers, potholes, leaking water mains, road marking)	H Endersby	ongoing	Report infrastructural defects by way of C3 notification. Report to Board at quarterly meetings re updated on C3

## Social development

1. Investigate social development projects within Llandudno, such as skills development training.	Board to co-opt member to head this up	Quarterly	This committee will meet quarterly and report to the Board
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## Water resilience

1.A subcommittee has been established to investigate matters relating to water resilience and vulnerability within the SRA	The board co-opted Eileen Wilton to chair this subcommittee	Ongoing	This committee will meet quarterly and report to the Board
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