

COUNCIL OF THE CITY OF CAPE TOWN

30 MAY 2019

ITEM NUMBER: C 34/05/19

RECOMMENDATION FROM THE EXECUTIVE MAYOR TOGETHER WITH THE MAYORAL COMMITTEE: 16 APRIL 2019**MC 52/04/19 APPLICATION TO EXTEND THE TERM OF THE LLANDUDNO SPECIAL RATING AREA (LSRA) FROM 1 JULY 2019 TO 30 JUNE 2024**It is **RECOMMENDED** that:

- (a) in terms of section 15 of the Special Rating Area By-law, 2012, as amended, the extension of the Llandudno Special Rating Area (LSRA) term from 1 July 2019 to 30 June 2024, be approved
- (b) the Llandudno Special Rating Area's new 5-year Business Plan for the period 1 July 2019 to 30 June 2024, be approved
- (c) the City of Cape Town impose the levying of an additional rate on properties in the LSRA from 1 July 2019 in terms of section 22(1)(b) of the Local Government: Municipal Property Rates Act (MPRA), Act 6 of 2004.



REPORT TO: MAYCO

DATE: APRIL 2019

1. ITEM NUMBER: MC 52/04/19

2. SUBJECT

APPLICATION TO EXTEND THE TERM OF THE LLANDUDNO SPECIAL RATING AREA (LSRA) FROM 1 JULY 2019 TO 30 JUNE 2024

*AANSOEK OM DIE TERMYN VAN DIE LLANDUDNO-
SPESIALEAANSLAGGEBIED (LSRA) VAN 1 JULIE 2019 TOTO 30 JUNIE 2024
TE VERLENG*

**ISICELO SOKWANDISWA KWEXESHA LOKUSEBENZA KOMMANDLA
ONGEERHAFU EZIZODWA WASE-LLANDUDNO (LSRA) UKUSUSELA
NGOWO-1 KWEYEKHALA 2019 UKUYA KOWAMA-30 KWEYESILIMELA 2024**

3. **RECOMMENDATION FROM THE URBAN MANAGEMENT PORTFOLIO COMMITTEE: 1 APRIL 2019 (URBM 09/04/19)**

It is recommended that:

- a) Council approve, in terms of section 15 of the Special Rating Area By-law, 2012, as amended, the extension of the Llandudno Special Rating Area (LSRA) term from 1 July 2019 to 30 June 2024;
- b) Council approve the LSRA's new 5-year Business Plan for the period 1 July 2019 to 30 June 2024;
- c) The City of Cape Town imposes the levying of an additional rate on properties in the LSRA from 1 July 2019 in terms of section 22(1)(b) of the Local Government: Municipal Property Rates Act (MPRA), Act 6 of 2004.

Daar word aanbeveel dat:

- a) Die Raad ingevolge artikel 15 van die Verordening op Spesialeaanslaggebiede, 2012, soos gewysig, die verlenging van die termyn van die Llandudno-spesialeaanslaggebied (LSRA) van 1 Julie 2019 tot 30 Junie 2024 goedkeur;
- b) Die Raad die LSRA se nuwe 5 jaar-sakeplan vir die tydperk 1 Julie 2019 tot 30 Junie 2024 goedkeur;
- c) De Stad Kaapstad die heffing van 'n bykomende eiendomsbelasting op eiendomme in die LSRA van 1 Julie 2019 ingevolge artikel 22(1)(b) van die Wet

op Plaaslike Regering: Munisipale Eiendomsbelasting (MPRA), Wet 6 van 2004, instel.

Kundululwe ukuba:

- a) IBhunga maliphumeze, ngokwecandelo-15 loMthetho kaMasipala ongoMmandla ongeeRhafu ezizodwa wango-2012 njengoko ulungisiwe, ukwandiswa kwexesha lokusebenza kweSithili sokuPhuculwa kweSixeko sase- Llandudno Special Rating Area (LSRA) ukususela ngowo-1 kweyeKhala 2019 ukuya kowama-30 kweyeSilimela 2024;
- b) IBhunga maliphumeze isicwangciso sendlela yokusebenza esitsha seminyaka emihlanu kwisithuba esisusela kowo-1 kweyeKhala 2019 ukuya kowama-30 kweyeSilimela 2024;
- c) ISixeko saseKapa masinyanzelise umrhumo olixabiso elongezelekileyo kwiipropati ezikummandla we-LSRA ukususela ngowo-1 kweyeKhala 2019, ngokungqinelana necandelo-22(1)(b) loMthetho wobuRhulumente boMmandla ongamaXabiso eePropati zikaMasipala (MPRA) ongunomb.6 wangowe-2004.



DATE: 27 FEBRUARY 2019

REPORT TO: URBAN MANAGEMENT PORTFOLIO COMMITTEE

1. ITEM NUMBER

2. SUBJECT

APPLICATION TO EXTEND THE TERM OF THE LLANDUDNO SPECIAL RATING AREA (LSRA) FROM 1 JULY 2019 TO 30 JUNE 2024

ONDERWERP

AANSOEK OM DIE TERMYN VAN DIE LLANDUDNO-SPEZIALEAANSLAGGEBIED (LSRA) VAN 1 JULIE 2019 TOT 30 JUNIE 2024 TE VERLENG.

ISIHLOKO

ISICELO SOKWANDISWA KWEXESHA LOKUSEBENZA KOMMANDLA ONGEERHAFU EZIZODWA WASE- LLANDUDNO (LSRA) UKUSUSELA NGOWO-1 KWEYEKHALA 2019 UKUYA KOWAMA-30 KWEYESILIMELA 2024

LSU K3161

3. DELEGATED AUTHORITY

In terms of section 15 of the Special Rating Area By-law, 2012, as amended

This report is for decision by

- ☐ **Committee name** : Urban Management
- ☐ The Executive Mayor together with the Mayoral Committee (MAYCO)
- ☒ Council

4. DISCUSSION

The Llandudno Special Rating Area (LSRA) was established in 2014 and is now applying for their first term renewal as the current term expires on 30 June 2019.

In terms of Section 15 of the Special Rating Area By-law - promulgated as per Provincial Notice No.7015/2012 as amended (SRA By-law), Council received an application to extend the term of the LSRA from 1 July 2019 to 30 June 2024 (attached as annexure A).

The new Business Plan consists of a Motivation Report that defines the need and framework required to provide the top-up municipal services, an Implementation Plan proposing relevant action steps to implement the services and the 5 year Budget which reflects the funding required to provide these services (attached as annexure B).

The Business Plan proposes a continuation of the same services as implemented during previous years and a budget that increases with 10% in the first year and there after an annual increase of 8.5% without compromising service delivery. The LSRA budget is funded by the property owners and collected by the City in a sustainable manner as additional rates. This is as per the Municipal Property Rates Act (MPRA) section 22 which facilitates some cross subsidisation as contributions are proportionately based on property values. The additional rates' are modelled and capped to ensure affordability and sustainability in continued service delivery.

Chapter 1 of the SRA By-law requires that property owners are included in a consultation process before the renewal application is submitted to the City. Accordingly, the Annual General Meeting (AGM) held on 14 November 2018 was advertised in two daily newspapers on 12 October 2018 and a notice with the agenda was sent to all property owners (refer annexure C). The term extension formed part of the agenda of the AGM and all relevant documents were made available through the LSRA website to all property owners.

The term extension as per the new LSRA Business Plan (1 July 2019 to 30 June 2024) was supported and approved by the members of the LSRA as per the AGM draft minutes (refer annexure D) as informed through the successes achieved in the previous term as evidenced in the Chairman's Annual Report.

The proposed term extension was circulated to all relevant Service Departments requesting them to review the new Business Plan to ensure service delivery compliance in terms of the IDP. Only the Branch Environment and Heritage Management, Department: Environmental Management responded with the following comment (refer annexure E):

"My Department is in general support of the business plan but would like to highlight that the responsibility for maintenance and management of the open spaces and beach areas is that of the relevant City line department/s and permission must be



sought before embarking on any major activities, e.g. alien vegetation clearing, cutting back trees, restoration with indigenous vegetation, etc.

My Department reserves the right to revise its comment based on new information received."

The response was communicated to the LSRA. No other comments were forthcoming from any of the other Departments consulted so it is assumed as per the initial request that a nil response is accepted to mean that the proposed new LSRA Business Plan aligns with the functions of the respective Departments with whom they will interact should the application to extend the term be successful.

4.1. Financial Implications ☒ None ☐ Opex ☐ Capex

☐ Capex: New Projects

☐ Capex: Existing projects requiring additional funding

☐ Capex: Existing projects with no additional funding requirements

4.2. Legal Compliance ☒

4.3. Staff Implications ☐ Yes ☒ No

4.4. Risk Implications ☐ Yes ☒ No

5. RECOMMENDATIONS

Not delegated: for decision by Council:

It is recommended that:

- a) Council approve, in terms of section 15 of the Special Rating Area By-law, 2012, as amended, the extension of the Llandudno Special Rating Area (LSRA) term from 1 July 2019 to 30 June 2024.
- b) Council approve the LSRA's new 5 year Business Plan for the period 1 July 2019 to 30 June 2024.
- c) The City of Cape Town imposes the levying of an additional rate on properties in the LSRA from 1 July 2019 in terms of section 22(1)(b) of the Local Government: Municipal Property Rates Act (MPRA), Act 6 of 2004.



AANBEVELINGS

Nie gedelegeer nie: vir besluitneming deur die Raad:

Daar word aanbeveel dat:

- a) Die Raad ingevolge artikel 15 van die Verordening op Spesieaanslaggebiede, 2012, soos gewysig, die verlenging van die termyn van die Llandudno-spesieaanslaggebied (LSRA) van 1 Julie 2019 tot 30 Junie 2024 goedkeur.
- b) Die Raad die LSRA se nuwe 5 jaar-sakeplan vir die tydperk 1 Julie 2019 tot 30 Junie 2024 goedkeur.
- c) Die Stad Kaapstad die heffing van 'n bykomende eiendomsbelasting op eiendomme in die LSRA van 1 Julie 2019 ingevolge artikel 22(1)(b) van die Wet op Plaaslike Regering: Munisipale Eiendomsbelasting (MPRA), Wet 6 van 2004, instel.

IZINDULULO

Azgunyaziswanga: isiqqibo seseBhunga:

Kundululwe ukuba:

- a) IBhunga maliphumeze, ngokwecandelo-15 loMthetho kaMasipala ongoMmandla ongeerhafu ezizodwa wango-2012 njengoko ulungisiwe, ukwandiswa kwexesha lokusebenza kweSithili sokuPhuculwa kweSixeko sase- Llandudno Special Rating Area (LSRA) ukususela ngowo-1 kweyeKhala 2019 ukuya kowama-30 kweyeSilimela 2024.
- b) IBhunga maliphumeze isicwangciso sendlela yokusebenza esitsha seminyaka emihlanu kwisithuba esisusela kowo-1 kweyeKhala 2019 ukuya kowama-30 kweyeSilimela 2024.
- c) ISixeko saseKapa masinyanzelise umrhumo olixabiso elongezelekileyo kwiipropati ezikummandla we-LSRA ukususela ngowo-1 kweyeKhala 2019, ngokungqinelana necandelo-22(1)(b) loMthetho wobuRhulumente boMmandla ongamaXabiso eePropati zikaMasipala (MPRA) ongunomb.6 wangowe-2004.



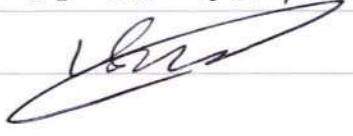
ANNEXURES

- Annexure A: Application letter
- Annexure B: LSRA Business Plan for the period 1 July 2019 to 30 June 2024
- Annexure C: AGM advertisements and notice with the agenda
- Annexure D: LSRA AGM draft minutes
- Annexure E: Email to relevant Service Departments and response received

FOR FURTHER DETAILS CONTACT

NAME	Eddie Scott	CONTACT NUMBER	021 400 1872
E-MAIL ADDRESS	Eddie.Scott@capetown.gov.za		
DIRECTORATE	Urban Management	FILE REF No	
SIGNATURE : MANAGER			

ACTING EXECUTIVE DIRECTOR

NAME	B. VAN SCHOOZ	COMMENT:
DATE	28-02-2019	
SIGNATURE		

EXECUTIVE DIRECTOR: FINANCE

NAME		COMMENT:
DATE		
SIGNATURE		

LEGAL COMPLIANCE

☒ REPORT COMPLIANT WITH THE PROVISIONS OF COUNCIL'S DELEGATIONS, POLICIES, BY-LAWS AND ALL LEGISLATION RELATING TO THE MATTER UNDER CONSIDERATION. ☐ NON-COMPLIANT

COMMENT:

NAME *Patricia Davis*

Certified as legally compliant:

DATE *04.03.2019*Based on the contents of the report. *PD*SIGNATURE *PD***EXECUTIVE DIRECTOR: CORPORATE SERVICES – FOR STRATEGIC POLICY**☐ SUPPORTED FOR ONWARD SUBMISSION

COMMENT:

NAME

DATE

SIGNATURE

N/A

<p style="text-align: center;">APPLICATION LETTER FOR EXTENSION OF THE CID TERM</p>
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Directorate: Urban Management
Attention: Mr Scott
City of Cape Town
8th Floor
12 Hertzog Boulevard
CAPE TOWN
8000

5 February 2019

Dear Sir,

**RE: Application for the extension of term of the Llandudno Special Rating Area
 (the "Llandudno SRA")**

1. The Llandudno Special Rating Area NPC, hereby wish to apply for City Council approval of the extension of the CID term for the period 2019 – 2024.
2. This application is made to Council in terms of Section 15(b) of the City of Cape Town's: Special Rating Areas By-Law, 2012, as amended (the "*By-law*"), read together with the City of Cape Town's: Special Rating Areas Policy.
3. The key objectives and functions of the new Business Plan are:
 - 3.1. Public safety and monitoring of public open spaces
 - 3.2. The provision of additional cleaning services as a top up to existing municipal services
 - 3.3. Environmental initiatives such as the removal of alien vegetation
 - 3.4. Communication within the community of community related matters.
 - 3.5. Water resilience investigations (currently unfunded)
 - 3.6. Social development
4. In support of the application, the following compulsory documentation is attached:
 - 4.1. The new Business Plan (Motivation report, Implementation plan and Budget), marked "A"; and
 - 4.2. Advertisements and notices of the Annual General Meeting (AGM), "B".
 - 4.3. Resolution as per the draft AGM minutes "C" stipulating:
 - o the approval of the new 5 year Business Plan; and

- the approval to continue for a further 5 years.

We trust that this application will meet with the City Council's approval and thank you for your kind consideration thereof.

Yours faithfully,

WE Bow. J. J. J.

BUSINESS PLAN FOR THE MANAGEMENT OF THE LLANDUDNO SPECIAL RATING AREA

PERIOD: JULY 2019 TO JUNE 2024

Dated 15 October 2018

Prepared in accordance with the By-Law for the establishment of Special Rating Areas promulgated in Provincial Gazette 7015/2012



Llandudno Special Rating Area NPC Reg no 2014 179104/08 11 Apostle Road Llandudno 7806
Directors: M Bond-Smith W Endersby A Pearce M McKenzie J Aufrichtig C de Ridder G Wright Adv M Greig W Corbett

The Business Plan proposal covers the period 1 July 2019 to 30 June 2024 and is set out in the following parts:

1. Introduction
2. Motivation report
3. Budget
4. Implementation plan

SRA information:

Name: Llandudno Special Rating Area NPC (the LSRA)

Contact person: Claire Coetzee

Contact telephone: 082 972 1110

Commencement date 1 July 2019

Municipality: Cape Town

Website: www.llandudno.org.za

Email Address: admin@llandudno.org.za or info@llandudno.org.za

Registered address for correspondence: 11 Apostle Road, Llandudno, 7806

The Board of directors at September 2018:

Kiki Bond-Smith	Chairperson
Alistair Pearce	Treasurer
Wesley Corbett	Security - Operational
Carel de Ridder	Security – Technical
Huck Endersby	Beach, Environment
Margie McKenzie	Communication
Jody Aufrichtig	Special Projects
Greg Wright	Environment
Mark Greig	Legal and compliance

Administrative assistant:

Claire Coetzee

Geographic boundaries of the Llandudno SRA



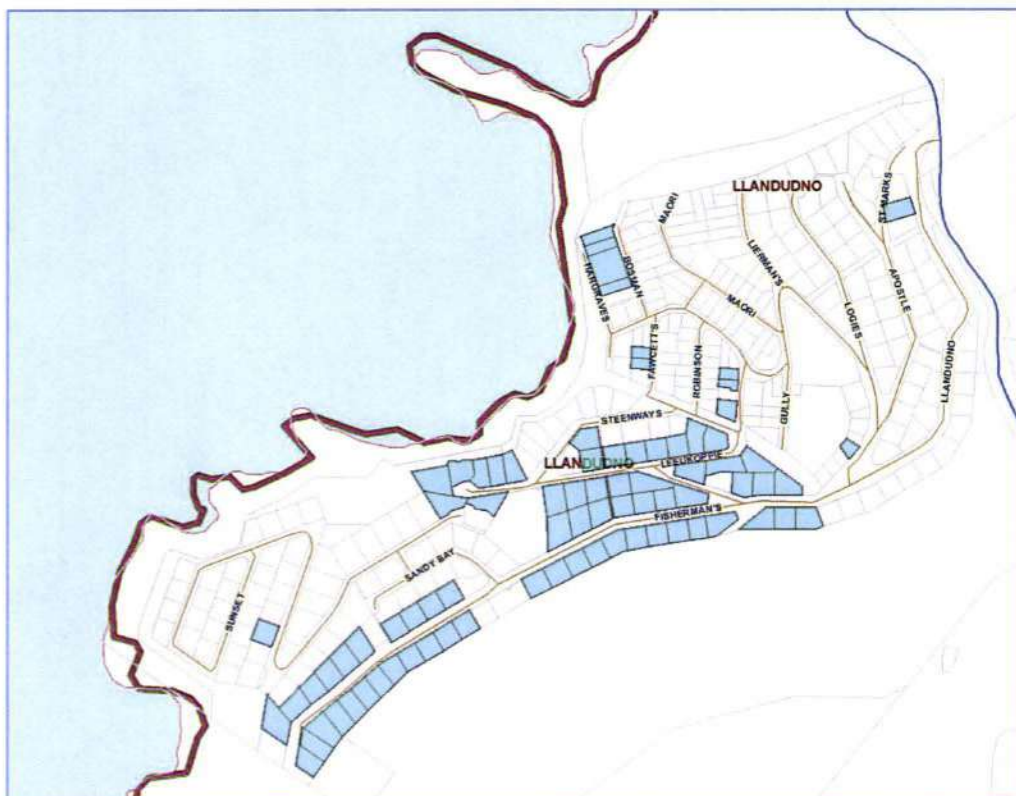
Llandudno is a geographically distinct suburb with natural boundaries created by the sea, state owned land and roads. The geographic demarcation of the LSRA can therefore be determined with ease and certainty, thereby contributing to its desirability.

Northern Boundary: Table Mountain National Park

Southern Boundary: Klein Leeukoppie Estate/SanParks Table Mountain Reserve

Western Boundary: Atlantic Ocean

Eastern Boundary: Victoria Road, Apostle Battery, Table Mountain National Park



Map from COCT website http://map.capetown.gov.za/corporate_base_data/

1. Introduction

1.1. Community overview

The area of the LSRA is depicted on the above map. It is a small, unusual and beautiful area, comprising of properties zoned for residential use only. The area has a small population and comprises 321 registered erven, compared with approximately 3000 in surrounding Camps bay and some 10 000 in nearby Hout Bay.

The community comprises of many residents who have enjoyed and appreciated the unspoilt and quiet nature of the suburb and its natural surrounds. Whilst it cannot be denied that certain residents in the community are wealthy, there are many residents, especially longer term residents that are battling with affordability issues. The overwhelming view of the community is however to preserve the quality of life, the overall ambience of the suburb and to facilitate the use of our beach and surrounds, currently a Blue Flag beach, with the citizens of the greater Cape Town as well as tourists visiting our city.

1.2. Community overview

A survey was conducted in 2011 by Dr Schlemmer as to what the concerns are that residents are facing. The survey had a response rate of 32% and this highlighted that the concerns of residents were increasing crime levels and vulnerability to crime particularly in the public open spaces and the areas surrounding the beach as well as the need for additional cleaning services to supplement municipal services.

The initial business plan for the period 1 July 2014- 30 June 2019 accordingly aimed to address these issues:

- To provide funding for increased security measures in the public open spaces and beach areas
- To provide funding for additional supplementary cleaning of verges and pavements as well as to remove alien vegetation.
- To contain overheads and administration costs as far as possible and to use volunteer services to limit expenditure.

The initial business plan was supported by 66% plus of property owners in the LSRA in accordance with the applicable SRA By Law and was subsequently approved by the City, thereby authorising the establishment of the LSRA with effect from 1 July 2014.

The business plan was amended in July 2017 to 30 June 2018 to incorporate additional public safety measures after a comprehensive public participation process followed by a majority support vote at a Special General Meeting.

1.3. What is an SRA?

A Special Rating Area is an arrangement under the City's Special Rating Area by Law of 2012 designed to enable self-funded community initiatives within a clearly defined geographic area that aim to improve and or upgrade neighbourhoods by making use of a non profit company to manage the implementation supported by property owners in the SRA in accordance with the procedure set out in the by law and approved by Council.

The SRA model is based on international best practice aimed at preventing the degeneration of neighbourhoods and facilitating their upliftment, economic growth and sustainable development. The continuing success of this model is demonstrated by the fact that there are an increasing number of SRA's being established in Cape Town.

1.4. The SRA company

Following the approval of the initial 5 year business plan by the majority of property owners in Llandudno and by the City in 2014, a non profit SRA company was established in terms of the Companies Act 71 of 2008 with the sole purpose to give effect to the business plan and supplementary municipal services contained therein as approved by Council.

The costs of these additional supplementary services is funded from additional municipal property rates paid by all property owners within the SRA. The cost of these additional rates are shared by property owners in the form of an additional rate based proportionally on the valuation of the properties, implementation of the business plan is administered by the board of directors of the SRA company, who are unpaid volunteers, elected by its members, being the property owners within the SRA supported by an administrative assistance, appointed by the Board.

In order to vote at the members' meetings of the LSRA, property owners need to apply to become members of the SRA. Membership ceases, inter alia, when the property is sold and hence new owners would need to apply to become members. Voting at the meetings of the

LSRA occurs by show of hands, or if required, by each member having one vote per R5m of municipal valuation of their property. Owners in arrears with their municipal accounts by more than 60 days are not allowed to vote, unless a payment arrangement is in place with the City. Full details of the legal requirements surrounding membership, eligibility to vote and the manner of voting are contained in the Memorandum of Incorporation which can be accessed via our website.

The LSRA manages its own finances and appoints its own auditors. The interests of members of the SRA company are protected by the provisions of the Companies Act and the Special Rating Area By Law which include the following:

- The LSRA retains control over the funds received for the implementation of the business plan, which monies may only be spent within the LSRA and only in accordance with the approved budget and business plan.
- The responsibility for the collection of rates and additional rates in terms of the LSRA business plan vests with the City.
- The City monitors the compliance of the Board with the provisions of the SRA Bylaw and the Companies Act and the Finance agreement concluded between the City and the SRA.
- A councillor of the City is appointed by the Executive Mayor as observer is entitled to attend the board meetings (but not vote) of the LSRA.
- The LSRA is required to submit a 5 year business plan, consisting of a motivation report, implementation plan and budget for approval by the City. Items not provided for in these documents may not be expended by the reviewed annually and approved at the AGM of the LSRA.
- An amendment to the business plan and budget needs to be approved by the members of the LSRA and Council.
- The LSRA is required to submit audited annual financial statements and to report this to the City.

1.5. How are the SRA additional rates calculated

- The most recent municipal valuation roll is used to determine the properties comprising the LSRA and the LSRA additional property rate payable by each property owner is calculated using the most recent municipal valuation.
- The LSRA management prepares an annual budget taking into account the additional supplementary services required as identified in the business plan. The individual contributions by each property owners accordingly represents the value of that property owner's municipal valuation of his property, divided by the total municipal valuation of all properties within the geographic boundary of the LSRA multiplied by the total expenditure of the LSRA for a particular year.
- The particular additional rates payable by each property owner is based on the budget for a particular year commences on 1 July of each year.
- The LSRA budget and proposed additional rates must be approved by Council and advertised for comments and objections as part of the City's budget process for implementation on 1 July.

1.6. Term renewal process

Each business plan under the SRA By-Law has a duration of 5 years. The initial business plan of the LSRA was in respect of the period 1 July 2014 to 30 June 2019. Approval of members of a new business plan for the period 1 July 2019 to 30 June 2024 is therefore required. This will occur as follows:

- The LSRA management compiles a new 5 year business plan, consisting of a motivation report, implementation plan and 5 year budget .
- The new plan is approved by the Board and submitted to the City for comment.
- Once reviewed by the City, the renewal is advertised along with the notice of the annual general meeting in year 5 of the LSRA 's term.
- At the AGM, the members can then vote to adopt the new 5 year plan and approve the intention to renew.
- The renewal plan is considered by the full council of the City of Cape Town.
- Once the renewal has been approved the LSRA commences with the new terms on 1 July of the following year.

The sections below motivate the approval of the new 5 year business plan for the period 2019 to 2024.

MOTIVATION REPORT

The Llandudno Special Rating Area NPC ('LSRA') has been in existence since 2014 and have focused on the following areas:

- Public safety and monitoring of public open spaces,
- the provision of additional cleaning services as a top up to existing municipal services and
- Environmental initiatives such as the removal of alien vegetation
- Communication within the community of community related matters.
- Water resilience investigations (currently unfunded)

It is proposed that these main areas of focus be retained, although the extent, content and budget allocation for the different areas will change as set out in the proposed budget. In addition it is proposed that the LSRA adds water resilience and implementation of water augmentation measures as a separate focus area for the next 5 years as part of its business plan.

Intention of LSRA

The continued operation of the LSRA will not reinforce existing inequalities nor be a substitute for City services, and the services of the LSRA will 'be over and above and a top up' of services provided by the City.

In addition, initiative undertaken in environmental clean up and alien vegetation removal will ensure that the public's use and enjoyment of the beach and its related facilities will be continued to be improved.

In addition, monies spent in the area as a result of the LSRA establishment has and will create local employment opportunities.

Consistency with Integrated Development Plan

The Integrated Development Plan of the City for 2017-2022 has a vision to be:

- To be an opportunity city that creates an enabling environment for economic growth and job creation. Alien removal and cleaning activities have been subcontracted to local previously disadvantaged persons.
- To deliver quality services to all residents;
- To serve the citizens of Cape Town as a well governed and corruption free administration

The integrated development plan of the City for 2017-2077 has the following mission:

- To contribute actively to the development of its environment, human and social capital
- To offer high quality services to all who live in and visit Cape Town
- To be known for its efficient, effective and caring government.

We believe that the continued operation of the LSRA will support these as follows:

- The LSRA initiatives will stimulate economic growth and employment creation as a result of the appointment of a contractor to attend to cleaning and alien vegetation removal as a 'top up' service in addition to existing municipal services.
- The LSRA is subject to the Companies Act and the City's By Law and is subject to oversight by the City and as such contributes to a well governed and corruption free administration.
- The LSRA initiatives enhance the security and cleanliness of the beach and surrounds and hence contribute to the overall enjoyment of citizens and visitors to the beach.

Institutional arrangements of LSRA

The LSRA commenced on 1 July 2014 as a Non Profit Company (NPC) established in terms of the Companies Act 71 of 2008. We are now submitting a renewal application for the period 1 July 2019 to 30 June 2024.

Vision

The LSRA vision is to ensure that Llandudno:

Retains its single residential family focused community driven neighbourhood status.

Residents and visitors respect the natural and built environment by keeping it clean, and by removing alien vegetation and adding to biodiversity richness in the area through initiatives aimed at planting of indigenous vegetation on private and publicly owned land.

Remains a safe neighbourhood, free of crime and ensuring visitors and residents can enjoy the beach and surrounding areas without crime and in adherence to laws and regulations.

Innovative initiatives will be explored to generate a sense of community cohesion e.g. website and printed media advertising.

Water resilience and addressing the vulnerability of residents should water scarcity issues exacerbate will be addressed by means of a dedicated subcommittee.

Mission

The Llandudno SRA will in conjunction with relevant and appropriate stakeholders, supplement municipal services as detailed in the business plan for the benefit of property owners, and members of the public insofar as the use and enjoyment of public open spaces including the beach is concerned.

Goals

To promote and safeguard the interests of the residents of Llandudno.

To take cognisance of the unique character of Llandudno as low-density suburb zoned single residential.

To respect and protect the natural and built environment of Llandudno.

To ensure the suburb remains clean and free from litter.

To facilitate provision for tourists and visitors in recognition of the status of Llandudno as a functional and safe tourist destination.

To take all reasonable steps to protect the safety of the public.

To promote and ensure interaction with the greater community of the metropole and especially of all sectors of the community within the Ward arising out of macro socio economic and environmental issues and to facilitate this objective by seeking corporate membership of other organisations with common objectives and interests including the management of the Cape Peninsula National park.



Management

The LSRA has been and will be conducted by means of the NPC as contemplated in the Companies Act 71 of 2008 with a Memorandum of Incorporation as required by the Companies Act as well as the requirements laid down by the City of Cape Town.

The composition, election and regulatory aspects of the NPC are discussed under the Institutional Arrangements section of this document.

The LSRA will be managed by a Board of Directors who will meet monthly under an elected chairperson.

The Board of directors shall comprise a minimum of 3 and a maximum of 8 directors, as minuted in the AGM of 2017.

A new Board of Directors will be elected annually at the AGM. The MOI requires 3 of the board to resign each year with the option to be re-elected.

Any registered property owner can become a member of the NPC upon application and cannot be refused.

Registered property owners may choose to appoint a proxy to present and vote on their behalf at NPC meetings.

Only members of the NPC (or their delegated proxy) are eligible to vote at meetings of the NPC.

The Board of Directors will be responsible for the implementation of the Business Plan.

The Members will monitor the performance of the Board of Directors in the achievement of its objectives as detailed in the Business Plan.

The NPC does have a memorandum of incorporation (MOI) as prescribed by the City and as regulated in terms of the Companies Act of 71 of 2008.

The annual financial statements will be externally audited and the NPC will appoint a part time bookkeeper to prepare monthly accounts, submission of VAT returns and similar requirements. Such audited annual financial statements will be scrutinized for approval by the City and Auditor General and be adopted at the AGM.

The NPC is required to submit annual budgets and implementation plans for approval at the AGM.

The Board Members will perform the required administration functions as per the portfolio analysis. The Board has deemed it necessary to appoint a manager to fulfill certain functions and to increase the budget if required.

Contractors who will be appointed by the Board of Directors will provide services as stipulated in the Business Plan. The obtaining of a minimum of 3 quotations will be required in any appointment process. Appointment process will be documented. A contract with

performance indicators and a termination clause will be concluded with the appointed contractor.

The Board of directors shall have the following portfolios:

Role	Description
Chairperson	Oversight role, chair meetings, overall direction. Delegation of specified tasks and supervision of part time manager if appointed.
Finance	Maintaining books of account, oversight of bookkeeper and preparation of VAT returns, financial reports to the City, payment of contractors and staff
Security	Contracts with security service providers, monitoring of patrolling in area, interaction with other neighbourhood watch, SAPS, SanParks and other Security Service Providers. Investigation and recommendations for upgrades to these services. Liaison with entities contracted to engage with CCTV monitoring
Cleaning	Liaison with City and monitoring of cleaning in area. Notification and guidance as to needs in the area
Beach/ Blue Flag	Monitoring requirements, communication with life saving, beach cleaning, safety etc
Infrastructure	Communication with City officials as to planned and scheduled repairs and upgrades required
Legal Regulatory	Compliance with outsourcing agreements, holding of meetings, minute keeping, compliance with City requirements, annual returns and registrations. Comply with the Companies Act Requirements. The LSRA board has co-opted a member of the Cape Bar to assist with this aspect to ensure compliance with statutory aspects.
Environment	Biodiversity monitoring and enhancement, fire breaks, removal of alien, enhancement of Apostle Battery. Supervision of upliftment initiatives
Communication	Public relations communication, website content management, community liaison, interaction with stakeholders such as School, Church, Sport Club,

	Life Saving Club. Preparation of quarterly newsletter.
Secretarial/administrative person (new)	Assistance to the Chairperson to assist with minutes of meetings, updating members' details and completeness of documents, preparation for meetings, collation of proxy forms and community liaison.

Public Safety

Safety and security are protected by means of active public safety monitoring and active interaction between community neighbourhood watch initiatives, consultation with Security Service Providers, SAPS and SANParks. Ongoing public safety and security in the provision of a dedicated vehicle 24/7 and patrol guards with dogs at nighttime. There are 4 guards per shift.

Purchase and installation of various security equipment such as cameras to monitor public open spaces. Electronic surveillance to include: street view cameras with analytics, long-range thermal cameras with advanced motion detection, LPR (License Plate Recognition) with suspect database reconciliation, and seismic sensors for human detection.

Purchase and installation of software and security monitoring equipment to analyse and report on data captured by the cameras. 24-hour off-site monitoring of electronic surveillance tasked with relaying real-time tactical information to responders.

The appointment and monitoring of a service provider, after a due tender evaluation process to monitor the public open spaces at night. Currently PPA provides this service.

Signage updating

Maintenance & control of informal access points into the community

Communications systems for responders

Patrols of the common areas

Increased presence during peak beach periods provided by external service providers to enhance the public safety of the area

Improved patrolling and monitoring of public areas will assist the greater Hout Bay community in the prevention and detection of crime generally.

Liaison with multiple security bodies such as: Hout Bay Community Policing Forum, Hout Bay Neighbourhood Watch Exco CCP Board of Directors, All Sectors within the Hout Bay Neighbourhood watch, SANParks poaching division, City poaching division, different Security Service Providers active in the greater area, City Law Enforcement, SAPS Hout Bay, SAPS Camps Bay, liaison with other neighbourhood watch organisations within the greater Cape Town metropole.

Contractors for Security will be conducted by means of a competitive tender process for the next 5 years.

LSRA Planned Security Monitoring and Tactical response					
Security Solution	Year 1 2019/20	Year 2 2020/21	Year 3 2021/22	Year 4 2022/23	Year 5 2023/24
Monitoring	320 373	337 641	355 840	375 019	395 233
Tactical response	1 520 604	1 561 584	1 645 754	1 734 460	1 827 947

LSRA Planned Phasing in of planned capex to enhance the Security Solution and replace equipment					
Security Solution	Year 1 2019/20	Year 2 2020/21	Year 3 2021/22	Year 4 2022/23	Year 5 2023/24
Budget per year	0	R144 000	240 000	390 000	710000

Cleaning and Environment

Communal areas that include the public footpaths, car park above beach, and public open spaces are kept clean, vegetation is trimmed back to ensure, visibility and safety by provision of top-up services, which will be an enhancement to services provided by the City.

Removal of alien vegetation on communal land and to restore indigenous vegetation in public spaces. This will also encourage private owners to do the same on their properties.

Interaction with City in the provision of top-up services to ensure the beach and surrounding areas are cleaned on a regular basis especially after weekends and public holidays and especially during the summer season.

Cleaning will be done by local businesses employing local people from previously disadvantaged backgrounds. It is envisaged that approximately 6 people will be employed by the service provider who will be appointed following a competitive tender process.

Marketing and communication:

An internet based email and website presence has been activated and is maintained to ensure that residents and owners are kept apprised of community developments inclusive of security updates for the area. Other communication media such as Facebook and whatsapp chat groups have been implemented. Regular (Quarterly) Newsletters will be delivered and emailed to all residents.

Community activities will be encouraged to develop a sense of community cohesion and awareness of neighbourhood cleanliness, as well as annual general meeting.

We have employed a secretarial/administration person to further assist with communications to and from members and to increase the membership numbers. There has been a significant increase in members during the last business plan cycle (from 86 to approximately 190).

Interaction with stakeholders such as the Church, School, Lifesaving Club, and Sports Club.

Engendering an improved sense of community cooperation, necessitated by our geographic isolation.

Continued communication within the community with regard to matters of communal interest such as security and crime, assisting other bodies such as the Life saving club with their fund raising efforts.

Improved communication with members and property owners to increase the membership and awareness surrounding the LSRA and its activities. To this end the LSRA has employed the services of a secretarial and administrative person to assist with the communication and regulatory compliance of the LSRA.

The LSRA board has appointed a qualified Advocate to serve on the board to assist the board to ensure that all compliance and regulatory aspects of the LSRA are compliant both from a substantive and procedural aspect.

Communication occurs as follows:

- A printed quarterly newsletter
- A general and street specific Whatsapp group
- A Facebook page
- A webpage www.llandudno.org.za
- Email notifications
- Advertisements for formal meetings are placed in the Argus and Die Burger.
- Chairperson attends the quarterly Ward Committee meetings of the City of Cape Town.

Water resilience

- The LSRA has established a water sub-committee that has met monthly during the day zero crisis. This subcommittee will continue to meet and explore alternate water sourcing strategies, noting the regulatory and costing implications thereof with a view to formally presenting such findings to the members at a future date.
- In addition the subcommittee will investigate and propose solutions to address and improve water resilience and vulnerability within the community.



- At this stage the water resilience issues are unfunded and no budget has been provided therefore. Should the water subcommittee at some time during this business plan framework deem it appropriate that funding and hence budget are required for certain initiatives, it will report so to the Board, who will then hold a public meeting and if supported submit to CCT a revised budget and business plan for review and approval.

Cleaning – (Cleansing, Conservation and environmental protection and enhancement):

Contractors will continue to attend to garden and alien vegetation activities of the public open space, footpath and car park above the beach, the beach area, side verges including road reserves to ensure these are kept free of litter and overgrowth obscuring traffic visibility is cut back appropriately. Preference will be given to subcontractors employing previously disadvantaged persons.

Provision has been made for the upgrade and greening of the suburb with indigenous biodiversity and the cultural historic protection and enhancement of all community areas.

LSRA Planned Phasing in of improvement to Cleaning and environmental upgrade					
	Year 1 2019/20	Year 2 2020/21	Year 3 2021/22	Year 4 2022/23	Year 5 2023/24
Budget per year	R143 803	R151 554	R159 723	R168 332	R177 405

Ongoing action is required to ensure unsightly and offensive graffiti and litter are addressed immediately.

Financial Impact

This document provides for an annual budget in year 1 (2019/20) of R2 749 381 escalating to R4 190 699 in year 5 (2023/24) based on annual increases of South African forecasted inflation for the period plus 3% .

PRELIMINARY MODELLING OF FINANCIAL IMPACT PER R1M VALUATION						
	Year 1 2018/19	Year 1 2019/20	Year 2 2020/21	Year 3 2021/22	Year 4 2022/23	Year 5 2023/24
Annual Contribution	R673	R740	R803	R872	R946	R1 026
Monthly Contribution	R56	R62	R67	R73	R79	R85
% increase	10%	10%	8.5%	8.5%	8.5%	8.5%



LLANDUDNO SPECIAL RATING AREA IMPLEMENTATION PLAN 2019-2024

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. Submit CIPC documents timeously
3. Comply with CIPC requirements.	Company secretary	Monthly	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.

Llandudno Special Rating Area NPC Reg no 2014 179104/08 11 Apostle Road Llandudno 7806

Directors: M Bond-Smith W Endersby A Pearce M McKenzie J Aufrichtig C de Ridder G Wright Adv M Greig W Corbett



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 to Companies Act and SRA legislation before 31 January.
10. Update of membership lists.	Secretary/chaiperson	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 sewage and water pipes.
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Llandudno Special Rating Area NPC Reg no 2014 179104/08 11 Apostle Road Llandudno 7806

Directors: M Bond-Smith W Endersby A Pearce M McKenzie J Aufrichtig C de Ridder G Wright Adv M Greig W Corbett



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 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. Ongoing 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 and 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 board and how to deal with this for approval by board
5. Appointing of service providers	Security portfolio	5 th year	Report to board as to options re additional service providers and competitive pricing and to ensure that competitive appointment process was followed.
6. Review of service providers	Security portfolio	Year 3	Review the performance of public safety contractor's performance in year 3 with option to renew for 2 additional years if performance is satisfactory.

Llandudno Special Rating Area NPC Reg no 2014 179104/08 11 Apostle Road Llandudno 7806

Directors: M Bond-Smith W Endersby A Pearce M McKenzie J Aufrichtig C de Ridder G Wright Adv M Greig W Corbett



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. Report 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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1654 LLANDUDNO SPECIAL RATING AREA

5 YEAR BUDGET AS PER BUSINESS PLAN

	2019/20	2020/21	2021/22	2022/23	2023/24
INCOME	R	R	R	R	R
Revenue - Add. Rates	-3 024 319 100.0%	-3 280 933 100.0%	-3 559 812 100.0%	-3 862 396 100.0%	-4 190 699 100.0%
Other: Specify	- 0.0%	- 0.0%	- 0.0%	- 0.0%	- 0.0%
TOTAL INCOME	-3 024 319 100.0%	-3 280 933 100.0%	-3 559 812 100.0%	-3 862 396 100.0%	-4 190 699 100.0%
EXPENDITURE	R	R	R	R	R
Core Business	2 157 070 71.3%	2 227 442 67.9%	2 351 962 66.1%	2 477 925 64.2%	2 615 676 62.4%
Cleansing services	107 814	113 625	119 750	126 204	133 006
Environmental upgrading	35 989	37 929	39 973	42 128	44 398
Public Safety	1 682 894	1 728 248	1 821 400	1 919 574	2 023 039
Public Safety - CCTV monitoring	320 373	337 641	355 840	375 019	395 233
Social upliftment	10 000	10 000	15 000	15 000	20 000
Depreciation	132 588 4.4%	161 388 4.9%	183 222 5.1%	199 800 5.2%	296 800 7.1%
Repairs & Maintenance	36 886 1.2%	38 875 1.2%	39 405 1.1%	40 009 1.0%	45 973 1.1%
General Expenditure	607 045 20.1%	610 800 18.6%	638 428 17.9%	638 790 16.5%	396 529 9.5%
Advertising costs	3 500	3 689	3 887	4 097	4 318
Auditor's remuneration	20 000	24 000	28 000	32 000	36 000
Bank charges	4 215	4 443	4 682	4 935	5 201
Communication	8 115	8 552	9 013	9 499	10 011
Computer expenses	5 270	5 554	5 853	6 168	6 501
Contingency / Sundry	10 000	10 000	15 000	15 000	15 000
Insurance	33 725	35 543	37 458	39 477	41 605
Lease Rental on equipment	459 890	453 331	465 304	454 652	201 000
Meeting expenses	5 985	6 307	6 648	7 006	7 383
Secretarial duties	32 000	33 725	35 543	37 458	39 477
Telecommunication	24 345	25 657	27 040	28 497	30 033
Capital Expenditure (PPE)	- 0.0%	144 000 4.4%	240 000 6.7%	390 000 10.1%	710 000 16.9%
CCTV Cameras	-	144 000	240 000	390 000	710 000
Bad Debt Provision 3%	90 730 3.0%	98 428 3.0%	106 794 3.0%	115 872 3.0%	125 721 3.0%
TOTAL EXPENDITURE	3 024 319 100.0%	3 280 933 100.0%	3 559 812 100.0%	3 862 396 100.0%	4 190 699 100.0%
(SURPLUS) / SHORTFALL	-	-0	-0	-0	0
BUDGET GROWTH	10.0%	8.5%	8.5%	8.5%	8.5%
GROWTH ADD RATES	10.0%	8.5%	8.5%	8.5%	8.5%



Llandudno
Special Rating Area NPC
2014/179104/08

**Notice Annual
General Meeting (AGM)**

The Llandudno Special Rating Area (Llandudno SRA) will be hosting an AGM. All stakeholders are invited to a review of the year's activities, approval of the extension of the CID term and planning for 2019/20.

Date: 14 November 2018
Time: 19h00
Venue: Llandudno Primary School Hall,
Gully Road, Llandudno

Resolutions presented at the AGM can only be voted on by bona fide members of the Llandudno SRA. This membership is available free of charge to all owners of property within the Llandudno SRA footprint, but they must be registered before 01 November 2018.

For further information, documentation and how to register go to:
Web - www.llandudno.org.za
Email - admin@llandudno.org.za
Cell - 082 972 1110.

2014/179104/08



Llandudno Special
Rating Area NPC
2014/179104/08

Kennisgewing van Algemene Jaarvergadering

Die Llandudno Special Rating Area NPC (Llandudno SRA) hou sy Algemene jaarvergadering (AJV). Alle belanghebbende persone word genooi na 'n oorsig van die jaar se bedrywighede, die verlenging van die termyn van die SRA en beplanning vir 2018/19.

Datum: 14 November 2018
Tyd: 19:00
Plek: Llandudno Laerskool Skoolsaal,
Gullyweg, Llandudno

Slegs bona fide-lede van die Llandudno SRA kan stem by 'n AJV. Alle eienaars van eiendom wat binne die Llandudno SRA grense val, kan lede word sonder enige koste daaraan verbonde, maar moet registreer voor 1 November 2018.

**Vir meer besonderhede oor registrasie en AJV
dokumentasie gaan na:
Web - www.llandudno.org.za
E-pos - aan.sra@llandudno.org.za
Tel - 082 972 1110**



**Annual General Meeting
19hoo 14 November 2018
Llandudno Primary School Hall Gully Road Llandudno
Llandudno Special Rating Area NPC
Registration number 2014/179104/08 (Llandudno SRA)**

Agenda

- 1. Registration**
- 2. Welcome and apologies**
 - 2.1. Membership**
 - 2.2. Quorum to constitute a meeting**
 - 2.3. Proxies**
- 3. Minutes of the previous AGM**
- 4. Chairperson's report**
- 5. Feedback on SRA's operations 2017-2018**
- 6. Adoption of the Audited Financial Statements 2017-2018**
- 7. Use of surplus funds 2018-2019**
- 8. Adoption of the business plan 2019-2024**
- 9. Adoption of the implementation plan and budget 2019-2020**
- 10. Appointment of auditors**
- 11. Confirmation of company secretary**
- 12. Election of board members**
- 13. General /Q &A**



NOTES

- All property owners are invited to attend however, only owners registered as members of the company may vote.
- No member who is in arrears with payment of the additional rate for more than 60 (sixty) days shall be entitled to vote at the AGM for so long as he is so in arrears- except if the member can prove that he is in a dispute or has entered into an appropriate payment arrangement with the City.
- Owners wishing to apply for membership should do so via the website or via email. New membership applications should be received by 31 October 2018 (two weeks before the AGM) to be approved and accepted at a meeting of the Board of directors of the Llandudno SRA.
- Any member may appoint a proxy to attend the meeting on his or her behalf. Forms of proxy may be downloaded from the website or requested by mail. The proxy form must be delivered at the offices of the company no less than 24 hours prior to the advertised time of the start of the meeting failing which it shall not be deemed to be valid.
- At least one third of directors shall resign every year at the AGM but shall be eligible for re-election. Forms for nomination of directors may be downloaded from the website or be requested by email.
- Enquiries should be addressed as far in advance as possible by email as above or by letter to the registered office of the company.



DOCUMENTATION

The following document is available on the LSRA website on <http://www.llandudno.org.za>

- Membership list
- Notice to members of the 2018 AGM. Clippings of advertisements and CoR 36.2 form
- Draft minutes of the 2017 AGM
- Agenda 2018 AGM
- Audited 2018 annual financial statements
- Business plan 2019-2024
- Membership application forms
- List of directors
- Nomination as director form
- Proxy form
- Memorandum of incorporation

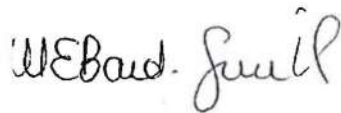
MINUTES OF AGM FOR LLANDUDNO SPECIAL RATING AREA NPC REGISTRATION NO. 2014/179104/08
 ("THE COMPANY") HELD AT LLANDUDNO PRIMARY SCHOOL, GULLY RD, LLANDUDNO ON 14th NOVEMBER AT 7PM
 CHAIRPERSON: KIKI BOND-SMITH

No	Item	Discussion	Responsibility	Timeframe	Progress
1.	REGISTRATION, WELCOME & APOLOGIES	1. MBS welcomed all present 2. MBS advised that the meeting was duly constituted as a quorum was present ie 25% of members in person or proxy present at the meeting. 3. MBS disclosed the proxies held – there were a total of 53. 4. The requirement to vote at the AGM was explained in detail. This requirement is that membership application forms must be submitted at least 14 days prior to the meeting, and once membership application has been made there is no need to apply again annually. Membership is non-transferrable.			
2.	MINUTES OF THE 2017 AGM	1. Minutes of the 2017 AGM were adapted			
3.	CHAIR PERSON'S REPORT	1. SRA employed Claire Coetzee as assistant to improve communication and regulatory compliance. 2. Apostle Battery and IY expansion remain risks. 3. Rates affordability an increasing issue. However this is not an SRA mandate. 4. Other areas increasingly recognize benefits of SRA to deal with public safety. 5. Last but not least a huge thank you for tireless efforts of the board. 6. A further special thank you for Eileen Wilton for chairing the water subcommittee.			
4.	FEEDBACK ON SRA OPERATIONS 2017/18	1. A detailed security presentation was given by Wes Corbett. 2. WC expressed his thanks to the 24 camera hosts. 3. Rob Tweddle explained the crime statistics to the meeting. This was queried by a proxy holder Robin Mayerwitz but the chair person ruled that the discussion should be held outside of the meeting. 4. WC's overall comment was that the implementaion of the			

No	Item	Discussion	Responsibility	Timeframe	Progress
		security solutions were on track, within budget and on plan. 5. It was resolved that a further meeting/s be held to explore the expansion of the current security solution.			
5.	ADOPTION OF THE AUDITED FINANCIAL STATEMENTS	<ul style="list-style-type: none"> The AFS for the period were adopted. 	MBS/AP		
6.	USE OF SURPLUS FUNDS	<ul style="list-style-type: none"> Use of surplus funds for 2018/19 was approved 	MBS/AP		
8.	ADOPTION OF THE BUDGET 2018/19	<ul style="list-style-type: none"> Alistair Pearce explained that the expenditure is budgeted to increase at CPI plus 3%. The basis of this was queried by some residents. It was explained that the measure was deemed prudent to counter and weakness going forward. The adoption of the budget was approved. 	AP/MBS		
9.	ADOPTION OF THE % YEAR BUDGET 2020/2024	<ul style="list-style-type: none"> This was approved 	AP		
10.	ADOPTION OF THE BUSINESS PLAN AND IMPLEMENTATION PLAN	<ul style="list-style-type: none"> This was approved 			
11.	APPOINTMENT OF AUDITORS	<ul style="list-style-type: none"> The appointment of the auditor was approved. 			
	APPOINTMENT OF COMPANY SECRETARY	<ul style="list-style-type: none"> This resolution was approved 			

No	Item	Discussion	Responsibility	Timeframe	Progress
12	ELECTION OF BOARD MEMBERS	<ul style="list-style-type: none"> • The nomination, election, resignation by rotation and the reappointment of the directors were adopted unanimously and in compliance with the requirements set out in the memorandum of incorporation. • The meeting unanimously resolved that the election of the board members was procedurally regular • The directors for the forthcoming year are: <ul style="list-style-type: none"> • W Endersby • A Pearce • M Mackenzie • A McNulty • W Corbett • J Aufrichtig • M Bond-Smith • M Greig • Greg Wright and Carel de Ridder resigned by rotation and were not available for re- election 			
10.	QUESTION AND ANSWERS	<ul style="list-style-type: none"> • There being no further matters to discuss. The meeting was adjourned at 22h15 			

APPROVED BY:



CHAIRPERSON

SECRETARY

6 February 2019

DATE



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

SPATIAL PLANNING AND ENVIRONMENT

Internal Memorandum

T: 021 444 2171 F: 021 444 3802
E: Rashaad.samaai@capetown.gov.za

To : Nomnikelo Halana, City Improvement Districts
From : Rashaad Samaai, Environment and Heritage Management Branch (Environmental)
Subject : Comment on the Business Plan 2019-2024 for Llandudno Special Rating Area (LSRA).
Date : 14 February 2019

The abovementioned application has reference.

My Department is in general support of the business plan but would like to highlight that the responsibility for maintenance and management of the open spaces and beach areas is that of the relevant City line department/s and permission must be sought before embarking on any major activities, e.g. alien vegetation clearing, cutting back trees, restoration with indigenous vegetation, etc.

My Department reserves the right to revise its comment based on new information received.

Kind Regards

A handwritten signature in black ink, appearing to read 'Rashaad Samaai'.

Rashaad Samaai

Environmental Professional Officer: Environment and Heritage Management
Department: Environmental Management

Hi Nomnikelo

Our comment on the above SRA application is attached.

Regards

Rashaad Samaai

Environment Professional Officer: Environment & Heritage Management Branch
Department: Environmental Management, Spatial Planning and Environment Directorate

Ground Floor, Plumstead Municipal Offices, corner Main and Victoria Roads, Plumstead
Tel: 021 444 2171 | **Fax:** 021 444 3802 | **Email:** Rashaad.samaai@capetown.gov.za | **Web:** www.capetown.gov.za

[CCT website](#) | [Report a fault](#) | [Enquiry](#) | **0800 65 64 63** (free call 24/7)



From: Nomnikelo Halana

Sent: 08 February 2019 04:31 PM

To: Freddie Prince; Johannes van Schalkwyk; Eugene Hlongwane; Letitia Bester; Xolisile Mama; Alfonso van Vuuren; Lorraine Frost; Grant Stephens; Zolile Siswana; Monwabisi Boo; Julia Wood; Bongani Mnisi; Lorraine Gerrans; Pat Titmuss

Cc: Eddie Scott; Joepie Joubert; Runan Rossouw; Bonita Ascott

Subject: Llandudno Special Rating Area- new five year term approval

Dear Colleagues

The Board of the Llandudno Special Rating Area (LSRA) is in the process of extending the (LSRA) term for the period 2019-2024.

They obtained support from their members at the recent AGM and have now applied for Council approval. If approved the new five year term will start on 1 July 2019.

Please familiarise yourself with the content of the new Business Plan attached (Motivation report, Implementation Plan and Budget) and more specifically with the component that relates to your functional area for possible inclusion in your Directorate/Departmental SDBIPs.

All comments on the Business Plan need to be submitted by 16 February 2019.

If you have no comments on any portion of the Business Plan you are also requested to inform the CID Department by return mail as reference will be made in the report to Council on the engagement with City Departments.

Regards

On Behalf Of Runan Rossouw

Senior Professional Officer - Compliance & Establishment
City Improvement Districts
Directorate of Urban Management

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