

**Annual General Meeting of the Onrus Vermont Special Rating Area  
Non-Profit Company**

Tuesday, 13 September 2022



**MINUTES**

**1. Welcome**

The chairman welcomed everybody to the meeting and apologised for the late start.

**2. Apologies**

- Helen Gall
- Michelle Bauermann
- Sean Ward
- Adam Ward
- Anna-Marie Herzfeld
- Jan Steyn
- Jan Joubert
- Naas van der Merwe
- Reon van der Merwe
- Hoppie Nel
- Mike Murray
- Zelda la Grange

**3. Constitution – Quorum**

- The AGM was properly constituted as 110 members were either present or by member proxy (Quorum 20% of 473 members = 94,6)

**4. Chairperson's report**

It is my pleasure and privilege to report on the activities of the OVSRA NPC for the period 1 July 2021 to 30 June 2022. This report is also available on the OVSRA website (<https://onrusvermontsra.com/>).

The first year of the OVSRA was both challenging and rewarding. As with any new organisation the process of registering a company, finalising the financial agreement with the Municipality, opening bank accounts, defining the roles of Directors, finding suitable office space, appointing a manager, registering for VAT, contracting services such as camera monitoring, vehicle support and patrolling staff and many other arrangements, takes time and effort. The OVSRA NPC is now well-established, and I believe that the company is delivering the services that the Onrus and Vermont residents require and pay for.

The initial 3 months were challenging as the first funds were only received from the Municipality at the end of September 2021. Services, such as camera monitoring, continued thanks to sponsorships from the community while funds for expenses such as a deposit on office rental, were advanced by individuals and settled after our income was received from the Municipality.

Directors

Seven Directors were elected by the Onrus/Vermont community and an additional non-

voting Director was co-opted for his expertise of safety and security. During the year, one Director resigned for personal reasons and another resigned as his company was appointed as our accountants. In addition a third Director resigned in accordance with the rotation agreement between ourselves and the Municipality - this director is available for re-election. The Board decided that going forward 6 Board members will suffice and hence two (2) vacancies need to be filled by electing new Directors at this AGM.

The Ward 13 Councillor is an *ex officio* member of the SRA Board. During the course of the year Jean Orban was replaced as the Councillor and Charmaine Resandt as the new Councillor now serves on the OVSRA Board.

My sincere thanks to the Board for the time and effort spent on OVSRA matters during the past year.

#### General Manager

Following a process of advertising and interviewing for a suitable General Manager to run the company on a daily basis, Ms Meredith Thornton was appointed on 1 October 2021. Meredith was originally involved in the steering committee for the formation of the SRA and could therefore immediately make a positive contribution to the activities of the SRA. My thanks to Meredith for the excellent work that she has done during the past year.

#### Office

We were fortunate to secure office space in the Rheezicht Centre at very reasonable rental terms. Signage will be erected shortly to clearly identify the office location.

#### Communication

Regular newsletters were circulated to the residents reflecting on the progress that was made in the area. These newsletters were placed on our website as well as e-mailed to all ratepayers. In addition a large number of meetings were held with individuals and smaller groups on specific matters of concern or merely to get updated on the progress that the OVSRA made during the course of the year. Your Board and General Manager welcomes opportunities to meet with the public to inform them on progress made or to discuss concerns that they may have.

The OVSRA had meetings with the other role players in our area viz Onverwag Neighbourhood Watch, Alfa Afriforum Neighbourhood Watch, Onrus River Homeowners Association and Vermont Ratepayers and Environmental Association with the objective to co-operate without duplicating roles. Various projects were tackled together with these organisations and where possible the costs of the projects were shared.

In future we plan to schedule open information meetings with the public during periods when holiday residents are available eg. December.

#### Safety and Security

The main focus of the OVSRA is to make Onrus and Vermont safe and crime free. Whilst we can and are increasing the number of cameras in our area the focus must be on preventing crime rather than recording incidents. Residents must therefore assist by being vigilant e.g. not leaving cars unlocked or garage doors open thereby just inviting a passer-by to commit a crime.

On 1 July 2021 the OVSRA took over 16 cameras from Onverwag. These cameras were monitored at night time only. After a RFQ process the monitoring of these cameras on a 24/7 basis was awarded to Fidelity ADT. This means that we now have our own dedicated monitoring staff and equipment in a control room shared with Hermanus SRA.

In addition we have a shared 24/7 response vehicle based permanently in our area that can immediately react to any incident.

As from 1 April 2022 we have 3 full-time enviro-patrollers that walk and cycle in the area during the day. These patrollers are also being trained to note and report environmental issues (refer environment below).

The camera monitoring staff, the dedicated vehicle, the enviro-patrollers, our General Manager, Onverwag and Alfa Buurtwag are in constant contact with one another with hand-held radios enabling all of them to react to potential or active incidents.

Following our request to individuals to sponsor funds for the purchase of more cameras we have received R 277000 to date. As a result 2 cameras were added at Bosplasië and a number of cameras will soon be erected in the peninsula area and at Rheeziicht Centre. All these additional cameras will be monitored at our control room. All new cameras will have battery back-up so that they can continue working even when we have load shedding. In total 6 of the 16 cameras provided by Onverwag must be upgraded whilst all of them require battery back-up power - provision is made in our capital budget to cover these expenses. My thanks to everyone that has been willing to sponsor new cameras in our areas.

The General Manager of OVSRA is actively involved in the Overstrand Public Safety Forum which is a collaboration forum for crime prevention throughout the Overstrand area, and regularly attends JOCOM meetings at Hermanus SAPS.

#### Municipality

We have established good working relations with individuals within the Municipality and the ruling political party. On some issues however the response time of the Municipality could improve. The CCTV policy applicable to all the areas in the Overstrand specifying the rules applicable to erect new security cameras on Municipal property, was recently approved by Council. The 3 SRA's viz HPP, KSRA and OVSRA jointly commented on the draft policy document and some of these comments were incorporated in the approved policy. We can now go ahead with the installation of new cameras on municipal owned property.

The problems created by vagrants and informal car guards in the area is receiving priority attention in consultation with the Municipality. The General Manager represents the OVSRA on the Ward Committee.

#### Environment

The other focus area of OVSRA is to look after the environment of our area. Close co-operation between the OVSRA and Home Owner Associations resulted in various areas being cleaned from alien plants, and a number of open areas tidied up. The 3 patrollers are educated to identify and report on specific areas that need cleaning, repair or removal (e.g. alien plants), ensuring that dog owners pick up their dog waste etc. When the Municipality cannot attend to specific areas that need cleaning, the SRA and Home Owner Associations get the job done.

In addition to their safety patrols, the enviro-patrollers received training on various environmental topics, cleaned the fenceline along the western border of Vermont, cleaned the coastal area at Brekvisbaai, participated in bioblitzing as part of the City Nature Challenge: Overstrand, and attended various talks at the Welcome Whales Celebration.

#### Finances

The OVSRA is a non-profit company. At year end (30 June 2022) the audited financial statements reflected a surplus of R 569736 (the audited financial statements are available on the OVSRA website). This surplus resulted from the following:

In accordance with the Financial Agreement between the Overstrand Municipality and the OVSRA a reserve of 2 months income must be retained by the SRA - R 308,550.

The following expenses were not payable for 12 months as the services commenced during the course of the year:

- The Manager was appointed on 1 October 2021 (9 months)
- Camera monitoring on a 24/7 basis commenced in February 2021 (5 months)
- The dedicated patrol vehicle started on 1 November 2021 (8 months)
- Office rent as from 1 August 2021 (11 months)
- Enviro-patrollers started on 1 April 2022 (3 months)

These costs add up to R 528,000 which if incurred for 12 months would have reduced the surplus for the past year to R 41,000.

My thanks to our accountants CMV and auditors BVSA for their diligent work in the past year.

#### The new year

The influx of new residents in our area and the high level of unemployment will inevitably give rise to an increase in crime if we do not act and put measures in place to prevent

criminal activity. Thus the need for more “eyes” in the form of cameras that are monitored (even if there is load shedding) as well as visible patrolling and the ability to respond, is of vital importance. Hence our drive to add more cameras at strategic places will continue. Our Network Video Recorder (NVR) can monitor 32 cameras which means that as soon as we have installed the additional cameras we have to upgrade to a 64 channel NVR - budgeted for this year.

The 5-year OVSRA budget approved by the Municipality includes an amount of R 1,913,010 for the year ending on 30 June 2023. This represents an increase of 3,3% on the past year. The budget for the period 1 July 2023 to 30 June 2024, is circulated with the AGM documentation and is available on the website.

The Capital budget for the year (1 July 2022 to 30 June 2023) is as follows:

Upgrading cameras	R 25,700
LPR power back up	R 30,850
Power backup for 18 existing cameras	R 235,278
Network Video Recorder with 64 channels	R 47,208
Relay station	R 25,000
Office equipment	R 54,540
TOTAL	R 418,576

Additional cameras will be funded with sponsored funds from our community (see Safety and Security above).

In closing

My sincere thanks to the following:

- The Overstrand Municipality for their support
- The service providers including Fidelity ADT and Whale Coast Computers
- The owners and residents of our area for their support both financially and verbally. The Board members for their commitment, support, time and contribution during the past year
- Bernard Teuteberg and Vic Barnard for their contribution whilst serving as Board members
- Pleter Botha for his enormous contribution as co-opted member of the Board
- Meredith Thornton for the enthusiasm and commitment with which she manages the company

## 5. Financial Statements for the year ending 30 June 2022 and budget for the year 2023/24

The Overstrand Municipality approved the formation of the Onrus Vermont Special Rating Area NPC (OVSRA) on 25 March 2020 with the following 5 year budget (financial year commences on 1 July and ends on 30 June):

FINANCIAL YEAR	BUDGET	INCREASE
2020/2021	R 1,977,884	
2021/2022	R 2,09,6557	6 %
2022/2023	R 2,222,350	6 %
2023/2024	R 2,355,691	6 %
2024/2025	R 2,497,033	6 %

Due to the pandemic it was not possible to commence operations in 2020 and the OVSRA officially started on 1 July 2021.

The budget as approved for the financial year 2023/2024 is as follows:

Revenue (SRA levy)	R 2,355,691
5% bad debt reserve held by OM	(R 117,784)
Balance	R 2,237,907
10% retention	(R 223,790)
Payable to OVSRA	R 2,014,117
Two months reserve top up	(R 52,093)
Funds available for use by OVSRA	R 1,962,024
* Expenditure as per original budget	(R 2,315,911)
(Shortfall)	(R 353,887)

\* From the past year's experience the expenditure per item originally budgeted and approved by the Municipality differs substantially from the reality. The expenses in the second year of operation differ substantially from the first year. Whilst we cannot deviate from the levy revenue agreed we will use the past year's experience (2021/2022) as well as the next 6 months to draw up an itemised expense budget for 2023/2024 within the available funds.

Budget for 2022/23:

INCOME STATEMENT	Actual 2022	Budget 2023
	R	R

Income	1,851,300	1,913,010
Levies	2,159,850	1,925,352
Less: Retention	(308,550)	(12,342)
Other Income		

Expenses	973,015	1,885,015
Accounting fees	7,500	31,500
Administration and Management Fees		
Advertising	14,892	19,250
Annual duty	100	450
Auditors Remuneration	5,500	5,775
Bank Charges	3,368	4,295
Camera Monitoring Expenses	463,601	830,016
Casuals	1,250	2,400
Computer expenses	768	2,304
Consulting Fees	86,698	
Contingencies		15,200
Depreciation	23,407	35,112
Environmental upgrade & Cleaning	5,575	111,500
Establishment Cost		
Insurance		16,644
Marketing & Promotions		5,000
Office supplies & Cleaning Materials	10,368	15,886
Office bearer's remuneration	182,256	264,200
Protective Clothing	540	3,080
Printing, Stationery & Postages	2,463	5,586
Rent	59,538	62,874
Repairs & Maintenance	491	6,475

Secretarial Services	1,310	1,441
Security Services - Area Manager, Patrollers, Rangers	95,485	401,033
Subscriptions - Internet		
Sundry Expenses		360,00
Survey Cost	6,406	
Telephone & Cell Phone Cost	1,499	8,994
Net surplus	878,285	27,995

Capital expenditure budget for the year ending on 30 June 2023:

Upgrade old systems	R 25,700
LPR power back-up	R 30,850
Power back-up for cameras	R 235,278
Relay station	R 25,000
NVR 64 channels	R 47,208
Office equipment	R 54,540
TOTAL	R 418,576

Questions on financials:

- a.) Lourens Theron: Donations received are not showing on the budget. It was explained that the donations for cameras are ring-fenced for the exclusive use of erecting cameras in the area. Once the cameras are erected, it will become part of the assets of the company.
- b.) A question was asked about the additional funds for cameras. We will have about 25 or 30 cameras towards the end of the year. Two people are currently monitoring these cameras, but we realise that we will need newer technology and more people as and when we get more cameras. At the moment we are monitoring 19 cameras.
- c.) Rob Molyneux: Rob asked about the consulting fees on the budget. It was explained that these fees were to third parties who assisted in establishing the OVSRA as an NPO, as well as registration fees. Rob wanted to know why the depreciation amount showed under expenses. It was explained that the figures came from the audited statements.
- d.) The 5-year budget has been approved in 2020 already. By February each year, the municipality gives us the opportunity to change the originally approved 5-year budget. Because we have not changed the budget, we do not have to go through the approval process again. The municipality does not need a detailed expense report from us. The detailed expense report is just so that the members can see where the money is going.
- e.) It was reiterated that the General Manager is the only person in the SRA that receives a salary, following a question from a member.
- f.) A question was asked about the security patrollers and coverage of the entire area. How do we know that there is a fair distribution across all the areas? It is a concern that we might be a bit light on the ground. We have 3 patrollers currently patrolling the entire area on foot and on bicycle. In addition to that, we have a shared dedicated vehicle in this area, 24 hours a day. Staff in the control room will immediately respond should they see anything. We are responding together with SAPS, law enforcement and the neighbourhood watches.
- g.) Someone also asked about the camera monitoring and responding. It was explained that Meredith is the first point of call, thereafter the patrollers, neighbourhood watches, SAPS and law enforcement.

- h.) It was also asked whether there will always be a surplus amount on the budget. The intention is to not have a surplus at all. Ideally, we want to spend all the funds. We had a surplus last year as we didn't operate for a full year.
- i.) Michiel de Kock: Can we pay special attention to the Coastal Path as this is vital for tourism in our area? The Coastal Path is receiving special attention.
- j.) A question was asked about the 33 original cameras that Onverwag tapped into. Unfortunately, the SRA are not allowed to make use of these as a number of these are privately owned and we are only allowed to operate in and monitor public areas.
- k.) Cecilia Jacobs: Would drones be an option as an additional security measure on the Coastal Path? This could be a good idea, however there are certain rules and laws that need to be considered and privacy is a big challenge when it comes to the use of drones. Lourens will be sending information pertaining to drones and flying/ filming permission of private property.
- l.) A question was asked about sundry items on the budget. This is for the garage hire for the new sponsored vehicle.
- m.) A suggestion was made to include spaces when typing out figures in the budget. Makes it more legible. (e.g. R1,000,000)
- n.) Laetitia van Niekerk asked if your SRA membership expires. The answer is no, you do not have to re-apply.
- o.) How do we also reach the 'holiday members' that aren't able to attend the AGM? An information evening will be scheduled for December for them to attend. All information is also available on the website.

#### 6. **Appointment of Auditors**

CMV (Onrus) Accountants & BVA (Grabouw) Auditors have been approved.

#### 7. **Election of board members**

According to our agreement with the municipality. Three board members must resign every year. Originally the board was made up of 7 members, but we've decided 6 will suffice and therefore 2 board members need to be elected.

Results will be available soon.

#### 8. **Certificates**

Certificates of appreciation for services rendered to the SRA were awarded to the following:

- Bernhard Teuteberg
- Vic Barnard
- Pieter Botha
- Abner Inghels and the SRA Steering Committee
- Onverwag Neighbourhood Watch
- Lourens Theron (Afriforum Alfa Buurtweg)
- Cecilia Jacobs
- Stofberg (Onrus Trust)
- Marius Claassen
- Jean Craythorne
- Rudie Vogt
- Egbert Le Roux
- Jamie Lowdens
- BDC Wireless
- Onrus Hire (Linda Niemand)
- André and Jeanette Van Bergen
- South African Police Services
- OM Protection Services

#### 9. **Closing**

As no other matters were discussed, the meeting adjourned at 19h48.