



Epping

City Improvement District

FOR A SECURE, CLEAN WORKING ENVIRONMENT

ECID BOARD MEETING

Date: 18 AUGUST 2022

Time: 12h00

Venue: ECID Offices, 24 Gunners Circle, Epping 1

Present:

A Gropper-Chairman (Public Safety, Cleansing, Finance, Projects, Marketing & Management)	Big Bodies	AG
B Dyke-Beyer (Finance & Marketing)	GABS	BDB
X Fazakerley (Public Safety & Projects & Management)	SA Metal	XF
G Isherwood (Finance & Projects)	Racatex	GI
Q Mesias	Growthpoint	QM
S Schonegevel	Cecil Kilpin & Co	SS
L Johnstone-Coordinator	ECID	LJ
J Ward-Operations Manager	ECID	JW
A Brand	ECID	AB

Apologies:

C Jordaan (Alternate Board Observer)	COCT-EX Officio	CJ
R Davids (Principal Board Observer)	COCT-EX Officio	RD
T Bartram-JFU Member	ECID	TB

Agenda No.	Topic.	Action.
1.	<p>OPENING & APOLOGIES</p> <ul style="list-style-type: none"> ➤ LJ-Opened the meeting at 12h09 and welcomed all the Directors as well as Mr Schonegevel from Cecil Kilpin. ➤ LJ-Noted apology received from CJ, RD and TB. 	
2.	<p>DIRECTORS AND MANAGER'S DECLARATION OF INTEREST</p> <ul style="list-style-type: none"> ➤ LJ-The declaration of interest only needs to be completed if there were any changes to the previously completed DOI or a new director is appointed. <p>RESOLUTION 1/AUGUST/2022</p> <ul style="list-style-type: none"> ➤ AG completed and signed a new directors' declaration of interest document. ➤ QM completed and signed a new directors' declaration of interest document. 	
3.	<p>SPONSORSHIP REGISTER</p> <ul style="list-style-type: none"> ➤ LJ-Tabled the sponsorship register for March 2022-August 2022 for the Directors to sign. <p>RESOLUTION 2/AUGUST/2022</p> <ul style="list-style-type: none"> ➤ All Directors signed the sponsorship register for March 2022-August 2022. 	
4.	<p>AUDIT PRESENTATION</p> <ul style="list-style-type: none"> ➤ LJ-SS from Cecil Kilpin will give the audit representation. ➤ SS-Reported on the property, plant and equipment as listed on page 7, the net value excluding depreciation moved down with almost R850 000 due to the low value of additions during the year. ➤ SS-Reported on the other asset on the books which is shown as an intangible being radio software (Milestone) which had come to the end of its 5-year depreciation period. 	

	<ul style="list-style-type: none"> ➤ SS-Next line item is current assets of an amount of R407 which is a pre-payment of a Kibo invoice dated the 1st of July 2022 which was paid before the end of the financial year. ➤ SS-Tax receivable item of R91 000 is the difference between what was the ECID paid and the provisional tax. SARS will have to refund that amount. ➤ SS-Cash and cash equivalent have moved up to R8 300 000. ➤ SS-Retained income is just a balancing figure between your assets and liabilities. ➤ SS-Current liabilities only reflect the VAT amounts due. ➤ SS-Reported on page 18 the detailed income statement, the revenue has been disclosed as per the letter received from the City of Cape Town. ➤ SS-The additional rates received reflects the rates retention received. ➤ SS-Operating expense; most expenses increased with inflation, the accounting fees went down, the auditing fees is down due to the previous year's total included a double audit fee. ➤ SS-Motor vehicle expenses are due to the increase in fuel prices and payment of vehicle services. ➤ SS-Reported on a new line item for CCTV which include a camera project. ➤ SS-Repairs and maintenance increased due to the fact that the old equipment was maintained and not replaced. ➤ SS-The security contract came down. ➤ LJ-The security amount must include the drivers and the CCTV controllers. ➤ SS-The amounts are broken down under two separate line items on the trail balance received from the bookkeepers. ➤ SS-The new line item listed as CCTV camera project can be mapped to be included in security and redefined as CCTV controllers, the other amount under security will be redefined as security patrol. ➤ SS-Investment income is the interest received from the Bank. ➤ SS-The tax amount reflects a lot less than last year due to the fact that last year included two tax periods. ➤ SS-The ECID tax was previously done for a normal company with the previous auditors, the ECID had to be registered as an exempted company with Pretoria and the outstanding taxes were done. ➤ SS-The 2018 financial year income tax was requested and done according to the financial information available ➤ SS-Highlighted that the company secretary Mr Bartram's company has a related party transaction as he has an invoice that is paid by the EDID. ➤ SS-Noted that some purchase payments were made by Ms. Johnstone with approval from Mr. Gropper. ➤ SS-The changes to the detailed income statement will be made as requested and the mention of fax will be removed, the revised documents will then be sent to the ECID Board Members. 	SS 22/08/22
5.	<p>NEW BOARD MEMBER</p> <ul style="list-style-type: none"> ➤ LJ-Welcomed Mr Q Mesias as a new ECID Board Member. 	
6.	<p>CONFIRMATION OF PREVIOUS MINUTES-DATED 15 JUNE 2022</p> <ul style="list-style-type: none"> ➤ LJ-Went through the minutes and noted that there were no changes. <p>RESOLUTION 4/AUGUST/2022</p> <p>The minutes dated 15 June 2022 may be signed.</p> <ul style="list-style-type: none"> ➤ All agreed <p>AG-Signed the minutes dated 15 June 2022.</p>	
7. 7.1	<p>MATTERS ARISING FROM MINUTES-DATED 15 JUNE 2022</p> <p>RAIL SIDING GATES</p> <ul style="list-style-type: none"> ➤ JW-The rail siding gates are almost all done, a double lock system has been added to secure the gates in place as the pins going into the ground were not sufficient. The work will be completed on Friday, 	

7.2	<p>weather permitting.</p> <p>MINDSPRING</p> <ul style="list-style-type: none"> ➤ LJ-Mindspring supplied service reports for June and July. Any overtime incurred is carried over to the next month. 	
7.3	<p>VEHICLE CAMERAS-DASHCAMS</p> <ul style="list-style-type: none"> ➤ XF-The drivers must be made aware of the voice commands to activate the dashcams to take pictures and videos in case of any accident with the vehicle. ➤ JW-Confirmed the drivers were made aware of the options. 	
7.4	<p>CSS&I CONTRACT & TTA</p> <ul style="list-style-type: none"> ➤ XF-Feedback from a meeting with TTA, they were given some clarifications of questions so they can improve on the scope and response time build into the requirement put out to tender. They also questioned the contract period, which will be 3 years and the retention that must be build in. ➤ XF-TTA will put the technical support, SLA and the CCTV maintenance tender out to 10 companies. ➤ XF-Current the service supplied by CSS&I is not of good quality. ➤ LJ-To forward the quotes received from CSS&I. 	LJ 22/08/22
7.5	<p>INDEMNITY INSURANCE FOR DIRECTORS</p> <ul style="list-style-type: none"> ➤ LJ-The indemnity insurance cover for directors is in effect from the 1st of July 2022. 	
8.	<p>RATIFICATIONS</p>	
8.1	<ul style="list-style-type: none"> ➤ PIE Report, Financial Info, Management Report & Arrears for April & May 2022. 	
8.2	<ul style="list-style-type: none"> ➤ Membership Application Belper Investments (Pty) Ltd, represented by Christopher Hyland, representing 4 properties in Moody Avenue and 1 property in Nourse Avenue. 	
8.3	<ul style="list-style-type: none"> ➤ Ad-Hoc Budget for 2022 	
8.4	<ul style="list-style-type: none"> ➤ Rail Siding Lights project, 50% Deposit paid to Marina Electro. <p>RESOLUTION 5/AUGUST/2022 Ratify points 8.1 to 8.4</p> <ul style="list-style-type: none"> ➤ Approved by all members 	
9.	<p>OTHER MATTERS</p>	
9.1	<p>MILESTONE CARE PLUS</p> <ul style="list-style-type: none"> ➤ XF-CSS&I confirmed that nothing stopped working after the Milestone care contract ends, the only changes are: the user cannot add more cameras or update the software. ➤ XF-This item to be deferred to the next board meeting. ➤ QM-Growthpoint is using Softcon Software Control Services. ➤ XF-Some software solution companies have a once off licence fee where Milestone has a yearly license fee. ➤ XF-Mindspring to assist with any issue, when a decision is reached regarding a rollout with a new software solution company as all the infrastructure is already in place <p>RESOLUTION 6/AUGUST/2022 The milestone care plus package not to be renewed, any issues experienced or risks that comes to light must be communicated to the ECID Board timeously by CSS&I or the ECID management service provider.</p> <ul style="list-style-type: none"> ➤ GI, BDB and AG agreed. 	Service Providers Ongoing
9.2	<p>MEMBERSHIP APPLICATION</p> <ul style="list-style-type: none"> ➤ AG-Questioned how to increase the number of members. ➤ LJ-Membership application must be sent out for completion by interested parties. ➤ XF-Remarked on the use of a proxy letters for the other companies represented by the same person at the AGM. ➤ LJ-Membership Application: Metboard Properties Limited, represented by Qaaid Mesias, representing 4 properties in Bofors Circle, 2 properties in Gunners Circle, 1 property in Dacres Avenue, 1 property in Fitzmaurice Avenue, 1 property in Grenville Avenue and 2 properties in Kinghall Avenue. 	

9.3	<ul style="list-style-type: none"> ➤ RESOLUTION 7/AUGUST/2022 <p>The membership application for Metboard Properties Limited represented by QM was approved.</p> <ul style="list-style-type: none"> ➤ AG, BDB, GI & XF agreed. <p>NEDBANK PAYMENTS</p> <ul style="list-style-type: none"> ➤ LJ-All service providers that received payments before the end of September, have been notified by email, a proof of the payment as reflected on the bank statement accompanied by a note stating that the payments were made earlier and no payment will therefor be made the end of September. ➤ LJ-The service providers affected were asked to respond by acknowledging receipt of the email. All have responded with the exception of Princeton. ➤ GI-Statements to be requested from companies affected. ➤ LJ-Companies will issue credit notes were applicable. ➤ GI-The requirements for payment presented to the two ECID Board members to be revised. All invoices must be accompanied by a control schedule. The required changes will be addressed with LJ after the meeting. ➤ BDB-The primary directors releasing payment will be BDB and GI, XF to be added to assist in case of emergency another signatory is required. <p>RESOLUTION 8/AUGUST/2022</p> <p>XF to be added as a signatory for internet banking in order to sign if either one of the primary nominated signatories is not available</p> <ul style="list-style-type: none"> ➤ BDB, GI & AG-Agreed. 	GI & LJ Ongoing
9.4	<p>COMPANY SECRETARY</p> <ul style="list-style-type: none"> ➤ AG-Reported TB has resigned as the company secretary. ➤ AG-Inquired if someone at Cecil Kilpin will be available to act as company secretary. ➤ SS-Cecil Kilpin does not provide this service, he will however forward a list of companies providing this service to the other CID's 	SS 22/08/22
9.5	<p>INVESTMENTS</p> <ul style="list-style-type: none"> ➤ AG-Will address the best available investment options of the monies currently in the Nedbank Money Trader account with Mr Eygelaar. The item to be deferred to the next board meeting. 	AG Ongoing
9.6	<p>LPR</p> <ul style="list-style-type: none"> ➤ AG-The report received from Susan of LPRUG was forwarded to all the ECID Board members. ➤ XF-The proposed new sites must be investigated, photographed and priced. ➤ QM-The feed from the Metboard/Growthpoint perimeter cameras can be linked into the ECID service. ➤ AG-The item will be deferred to the next board meeting. <p>RESOLUTION 9/AUGUST/2022</p> <p>QM to be assigned to the security and camera portfolio at the ECID.</p> <ul style="list-style-type: none"> ➤ AG-Proposed ➤ BDB & GI-Seconded 	
9.7	<p>MAINTENANCE TO BUILDING</p> <ul style="list-style-type: none"> ➤ AG-Reported on a meeting with the owners of the building currently housing the ECID offices. The building will be upgraded and repaired; this will implicate that the ECID will in future be paying rent at a preferred rate. ➤ QM-The rate charged for the ECID will be below market pricing. 	
9.8	<p>SERVICE PROVIDERS</p> <ul style="list-style-type: none"> ➤ AG-Letters were sent out to the service providers: Princeton and Fortuin received a 3-month notification of the termination of their contracts. No response has been received from either party. ➤ AG-JFU received a letter with 2 options, no response has been received from this party either. ➤ XF-There was an ECID Board resolution passed to appoint an attorney to handle the disputes that were raised from the advertising 	XF 22/08/22

<p>9.9</p> <p>9.10</p> <p>9.11</p> <p>9.12</p>	<p>process to awarding the tenders. The resolution will be forwarded to LJ.</p> <p>INFORMAL DWELLERS</p> <ul style="list-style-type: none"> ➤ XF-Requested that a paper trail be kept with all correspondence and feedback regarding the informal dwellers. A C3 must be logged. ➤ XF-Any feedback received must be escalated to the councillors. <p>LEASING OF RAILSIDINGS</p> <ul style="list-style-type: none"> ➤ LJ-Will follow up with Mr Henry Jansen regarding the outstanding rail siding leases. ➤ XF-LJ to formally request a reconciliation of all the rail siding applications received and then escalate to the councillors. <p>OBSTRUCTED VIEW</p> <ul style="list-style-type: none"> ➤ XF-The view from the PTZ camera at the informal market might soon be obstructed by the big palm tree, the area must be monitored and an informed decision made when needed. <p>ROAD REPAIRS</p> <ul style="list-style-type: none"> ➤ BDB-The road at the traffic intersection between Jakes Gerwel and Viking Drive was left unrepaired after the section of Jakes Gerwel was tarred, creating a hazardous area where damage can be incurred to vehicle tyres as well as accident due to vehicles suddenly coming to a stop to try and avoid damage to their vehicles. ➤ XF-A C3 request must be logged via the CoCT's website to have the area repaired. 	<p>AB 22/08/22</p> <p>LJ Ongoing</p> <p>JW Ongoing</p> <p>AB 22/8/22</p>
<p>13.</p>	<p>CLOSE There being no further business, all were thanked for attending and the meeting ended at 13h37.</p>	

Signed By A Gropper
 ECID Chairman