



SEBCID

Scott Estate & Baviaan
Community Improvement

SEBCID

Scott Estate & Baviaanskloof CID

Members Meeting

Riverside Retirement Village

1 December 2020

Agenda



- Welcome & Apologies
- Membership
- Quorum to constitute a meeting
- Chairman's Report
- Feedback on operations 2020-21
- Approval of budget 2021-22
- Approval of implementation plan 2021-22
- Appointment of a registered auditor
- Confirmation of Company secretary
- Election of Board Members
- General
- Q & A
- Adjournment

Membership/Quorum



- 152 members
- Just over 30% of our community
- Membership list available on our website
 - names only in accordance with POPIA
- All memberships been confirmed by email
- 31 required for quorum

Chairman's report

- SEBCID formally established with effect 1 July 2020
- Accountants and auditors appointed
- Insurance policy in place
- Admin appointed
- Procurement policy drafted and published
- Deep Blue appointed as Security Service Provider (SSP)
- Aloe Africa appointed for Environmental & Urban Management
- Initial donation made to Hout Bay Volunteer Emergency Service
- Initial First Aid training programme scheduled
- Providing support to IY Ukuphila Community Clean Up



Governance & Finance

- Registered as an NPC
- Bank account open with Investec
- Finance Agreement signed with CCT
- First funds received end Aug 2020
- Registered for VAT
- Tax exempt status
- Registered as a supplier with CCT
- Registration as Community Based Organisation outstanding



Public Safety

- Deep Blue appointed end September
- To date 30 existing cameras replaced with new hardware; 18 new cameras installed
- All cameras monitored during hours of darkness; perimeter cameras 24/7
- All cameras accessible to Watchcon
- Daily monitoring reports via email
- Whatsapp group with DB control room for 24/7 reports
- Dedicated response vehicle in SEBCID permanently
- Monthly contributions to CCP/Watchcon
- ADT Tactical vehicle



Environmental & Urban Management



- Aloe Africa appointed for Environmental & Urban Management
 - Full time 2-man team collecting litter, pruning, day to day maintenance of green spaces
 - Wearing SEBCID branded bibs; carrying DB radio
 - Thanks to Riverview
- Initial intensive “clean up” project
 - Remove aliens, “lift” trees, cut back shrubbery
 - Park, Military path, Coral Close
- CCT 6-man invasives team



Ali and Steven







Environmental & Urban Management



- Clearing complete for camera view & fire safety
 - Top of Baviaanskloof Road
 - Behind Fountain Drive/Baviaanskloof Road
 - Chilton Close: 3 pines removed
- Access to waterfall at Baviaanskloof Road cleared
- Alien trees on river corridor scheduled Mar 2021 by CCT
- Pine trees above Baviaanskloof in 2021-22



Social Responsibility

- Donations made to Hout Bay Volunteer Emergency Medical Service (HBVEMS)
 - 12 lead ECG monitor
 - Capnograph
 - New uniforms
- Initial First Aid training programme scheduled
 - 17 volunteers
- Providing support to IY Ukuphila Community Clean Up
- Project commenced to install permanent skate ramps
- Reading programme – Denis Goldberg House of Hope



Communications

- Monthly newsletter currently
- Dedicated Whatsapp groups
- Facebook page
- Website regularly updated
 - Comprehensive information resource
 - Useful contacts page
- SEBCID office phone for calls/Whatsapp



Neighbouring Estates



- Tierboskloof
 - Shared access to cameras
 - Share security alert info
 - Collaborate on response
 - Financial contribution to SEBCID budget
- Berg en Dal
 - Share security alert info
- Hanging Meadows
- Riverview, Manor Gardens, Baye du Bois, Merlot, La Bianca, The Horizon

Proposed budget 2021/22



Yr to June	As per business plan	Proposed	%	Variance
Employee related	139,959	139,959	5%	-
Core business	2,172,348	2,172,348	77%	-
Depreciation	25,000	25,000	1%	-
Repairs & Maintenance	14,152	14,152	0%	-
General expenditure	109,111	109,111	4%	-
Projects	185,000	185,000	7%	-
Capex	100,000	100,000	4%	-
Bad debt provision	84,914	84,914	3%	-
Total Expenditure	2,830,480	2,830,480	100%	-

Proposed budget 2021/22: core business



	As per business plan	Proposed	%	Variance
Cleansing services	129,000	129,000	5.9%	-
Environmental upgrading	45,000	45,000	2.1%	-
Public safety - general	803,550	803,550	37.0%	-
Public safety - CCTV monitoring	140,400	140,400	6.5%	-
Public safety - camera leasing	639,600	639,600	29.4%	-
Social upliftment	254,998	254,998	11.7%	-
Urban maintenance	159,800	159,800	7.4%	-
Total core business	2,172,348	2,172,348	100.0%	-

Proposed implementation plan 2021/22



SCOTT ESTATE & BAVIAANSKLOOF COMMUNITY IMPROVEMENT DISTRICT (SEBCID)										
IMPLEMENTATION PLAN										
2021-2022										
PROGRAMME 1: GOVERNANCE, MANAGEMENT & OPERATIONS										
No.	Action	Responsibility	Frequency	Duration					Performance Indicator	Comments
				Y1	Y2	Y3	Y4	Y5		
1.1	Register SEB NPC with CIPC	Steering Committee	Once	1	0	0	0	0	NPC issued CIPC documents	
1.2	Elect Chairman and assign portfolios	Steering Committee	Once	1	0	0	0	0	First meeting of board of directors	
1.3	Open Bank Account for SEB CID	Treasurer	Once	1	0	0	0	0	Bank account opened	
1.4	Apply to SARS for tax exemption.	Steering Committee	Once	1	0	0	0	0	Receipt of Tax Exemption Certificate before end of FY1	
1.5	Register for VAT	Steering Committee	Once	1	0	0	0	0	Receipt of VAT Registration Number	
1.6	Submit Supplier Application	Steering Committee	Once	1	0	0	0	0	Receipt of Vendor Number	
1.7	Register as a Community Based Organisation (CBO) with the CCT	Secretary	Once	1	0	0	0	0	Receipt of CBO registration within first year of operation	
1.8	Appoint Service Providers	Specific Portfolio Directors/Board	Annually	1	1	1	1	1	Signed Service Contracts with appointed service provider after well documented competitive process	Includes admin manager, security service providers, auditors, bookkeeper



1.9	Hold Members Meeting	Chairman & Secretary	Annually	1	0	0	0	0	First Members Meeting to be held within 6 months of registration as a NPC	Object of meeting is to elect Board members, to approve next year's Implementation Plan, and to approve next year's budget
1.10	Hold Annual General Meeting	Secretary	Annually	0	1	1	1	1	AGM held to report back to members, elect directors, approve next year's implementation plan and budget, appoint auditors and appoint company secretary	Before end of December annually
1.11	Submit Financial Reports to the Board.	Treasurer	Monthly	12	12	12	12	12	Monthly Financial Reports submitted to board members	Review bank statements. Monitor creditors/debtors monthly. Pay creditors. Review monthly income from City. Prepare monthly management accounts
1.12	Draw up and submit monthly Financial reports to CCT	Treasurer	Monthly	12	12	12	12	12	Monthly financial reports lodged with CID Department by 15th of the following month	
1.13	Report to Board on CID Arrears	Treasurer	Monthly	12	12	12	12	12	Observe and report concern over outstanding amounts	Directors in arrears may not take part in board meetings
1.14	Annual Financial Statement	Treasurer	Annually	1	1	1	1	1	Submit AFS to CCT department by 31 August	
1.15	Submit Chairperson's Report and AFS.	Treasurer	Annually	1	1	1	1	1	Within 3 months of AGM submit Chairperson's Report and AFS to sub-council	
1.16	CIPC compliance	Treasurer	Annually	1	1	1	1	1	CIPC Annual Submissions lodged	Register auditors with CIPC within 10 business days of appointment. Register/Unregister directors within 10 business days of appointment of new directors. Submit annual returns within 30 days of anniversary of registration. Maintain membership list



1.17	Obtain SARS Tax Clearance Certificate	Treasurer	Annually	1	1	1	1	1	Annual Tax Clearance Certificate received from SARS; submit form to CCT	Obtain Tax Clearance Certificate from SARS within one month before expiry of previous Tax Clearance Certificate
1.18	Ensure VAT Compliance	Treasurer	Bi-Monthly	6	6	6	6	6	Submit VAT reconciliation to SARS bi-monthly	
1.19	Ensure Tax Compliance	Treasurer	Annually	1	1	1	1	1	Submit tax returns annually.	
1.20	Integrated Development Plan	Board/Secretary	Annually	1	1	1	1	1	Submit input to the Integrated Development Plan to Subcouncil Manager in Oct-Feb annually.	
1.21	City Capital/Operating Budget	Board/Secretary	Annually	1	1	1	1	1	Submit input to the City Capital/Operating Budget to the Subcouncil Manager by September annually.	
1.22	Conduct Board Meetings	Chairman - Secretary	Quarterly	4	4	4	4	4	Signed Minutes of Monthly board meetings	First 30 minutes of the meeting will be open to the public
1.23	Perform Mid -Year Budget Review.	Treasurer	Annually	1	1	1	1	1	Submitted to CCT by 28 February	
1.24	Review CID Performance Mid-Year	Secretary	Month six of financial Year	1	1	1	1	1	Business Plan performance mid-year review submitted to CCT by 28 February	As approved by the Board
1.25	Submit Annual CID Implementation Plan and Budget	Board/Secretary/ Treasurer	Annually	1	1	1	1	1	Submit each year a draft updated annual implementation plan and budget to the CID Department for verification. Presented for approval by the members the annual implementation plan and budget at the AGM.	Submit to CCT for approval as part of the budget process
1.26	Renewal Application	Board/Secretary/ Treasurer	Fourth Year of Five Year Plan	0	0	0	1	0	SEBCID Term 2 Business Plan approved by Members at AGM submitted to CCT for approval.	



1.27	Manage the day-to-day operations of the CID effectively	Portfolio Directors	Ongoing	→	→	→	→	→	Report monthly at Board Meetings on CID implementation plan progress which includes management accounts and operations reports per portfolio	
1.28	Manage and monitor the service requests (C3) process	Portfolio Directors	Ongoing	→	→	→	→	→	Complete reports of service requests (C3), monitor existing issues and report to Board	
1.29	Build working relationships with Area Director and relevant CCT department that deliver services in the CID	Portfolio Directors	Ongoing	→	→	→	→	→	Successful and professional relationships with Area Director and officials resulting in enhanced communication, cooperation and service delivery	
1.30	Evaluate Service Providers	Treasurer and Portfolio Directors	Ongoing	→	→	→	→	→	Submit monthly report to Board	

Appointments



- Registered Auditor: Harry Curtis & Co
- Accountant: Account-IT
- Company Secretary

Appointments: directors

- Nominees – select a maximum of seven
 - Jemimah Birch
 - Keith Cronwright
 - Shazelle Kelly
 - Alison Louw
 - Paul Maguire
 - Fanie Malan
 - Robert Picard
 - Helen Snell





QUESTIONS



Appendix



SCOTT ESTATE BAVIAANSKLOOF
COMMUNITY IMPROVEMENT
DISTRICT (SECID)

PROPOSED SRA



1:1 000
Township: Matieland (F260100),
County: Matieland (F260100),
WGS84 (Spatial) using the
NAD2011 datum.

Disclaimer:
This map was compiled to provide the
best possible information on the map at the
time of publication.
The City of Cape Town does not warrant the
accuracy or completeness of the data
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Support



Forms submitted on application	Total	%
Number of properties eligible to vote on 14 May 2019	478	100.0
Consent required >60%	287	60.0
Properties supporting on application	292	61.1
Consent forms returned to Steering Committee for updating	-15	5.1
Updated consent forms returned	10	3.4
Verified consent	287	60.04
Properties objecting on application	49	10.3
Objection forms returned to Steering Committee for updating	-6	12.2
Updated objection forms returned	1	2.0
Verified objections	44	9.2

PRELIMINARY MODELLING OF FINANCIAL IMPACT - RESIDENTIAL PROPERTIES (0.000940)

PROPOSED BUDGET 2020/21	MUNICIPAL PROPERTY VALUATION	2020/21			
		ANNUAL CONTRIBUTION (VAT EXCL.)	ANNUAL CONTRIBUTION (VAT INCL.)	MONTHLY CONTRIBUTION (VAT EXCL.)	MONTHLY CONTRIBUTION (VAT INCL.)
2 633 005	1 000 000	940.00	1 081.00	78.33	90.08
	5 000 000	4 700.00	5 405.00	391.67	450.42
	6 000 000	5 640.00	6 486.00	470.00	540.50
	6 500 000	6 110.00	7 026.50	509.17	585.54
AVERAGE:	6 204 780	5 832.49	6 707.37	486.04	558.95
MEDIAN:	5 700 000	5 358.00	6 161.70	446.50	513.48

PRELIMINARY MODELLING OF FINANCIAL IMPACT - NON-RESIDENTIAL PROPERTIES (0.001357)

		2020/21			
PROPOSED BUDGET 2020/21	MUNICIPAL PROPERTY VALUATION	ANNUAL CONTRIBUTION (VAT EXCL.)	ANNUAL CONTRIBUTION (VAT INCL.)	MONTHLY CONTRIBUTION (VAT EXCL.)	MONTHLY CONTRIBUTION (VAT INCL.)
2 633 005	1 000 000	1 357.00	1 560.55	113.08	130.05
	5 000 000	6 785.00	7 802.75	565.42	650.23
	6 000 000	8 142.00	9 363.30	678.50	780.28
	6 500 000	8 820.50	10 143.58	735.04	845.30
AVERAGE:	6 551 517	8 890.41	10 223.97	740.87	852.00
MEDIAN:	5 000 000	6 785.00	7 802.75	565.42	650.23

Survey Results

- Survey open to community 23 July - 10 Sept 2018
- 655 residential properties surveyed
- 46.5 % of residents participated
 - CCT requires minimum response rate of 20%
- 86% of responders were property owners
 - Remaining 14% evenly split between owner representatives, tenants & others

Ranking Results of Major Categories

1. Public Safety
2. Streets Condition and Safety
3. Cleaning, Beautifying, and Environment
4. Social Responsibility
5. Community and Marketing of SEBCID





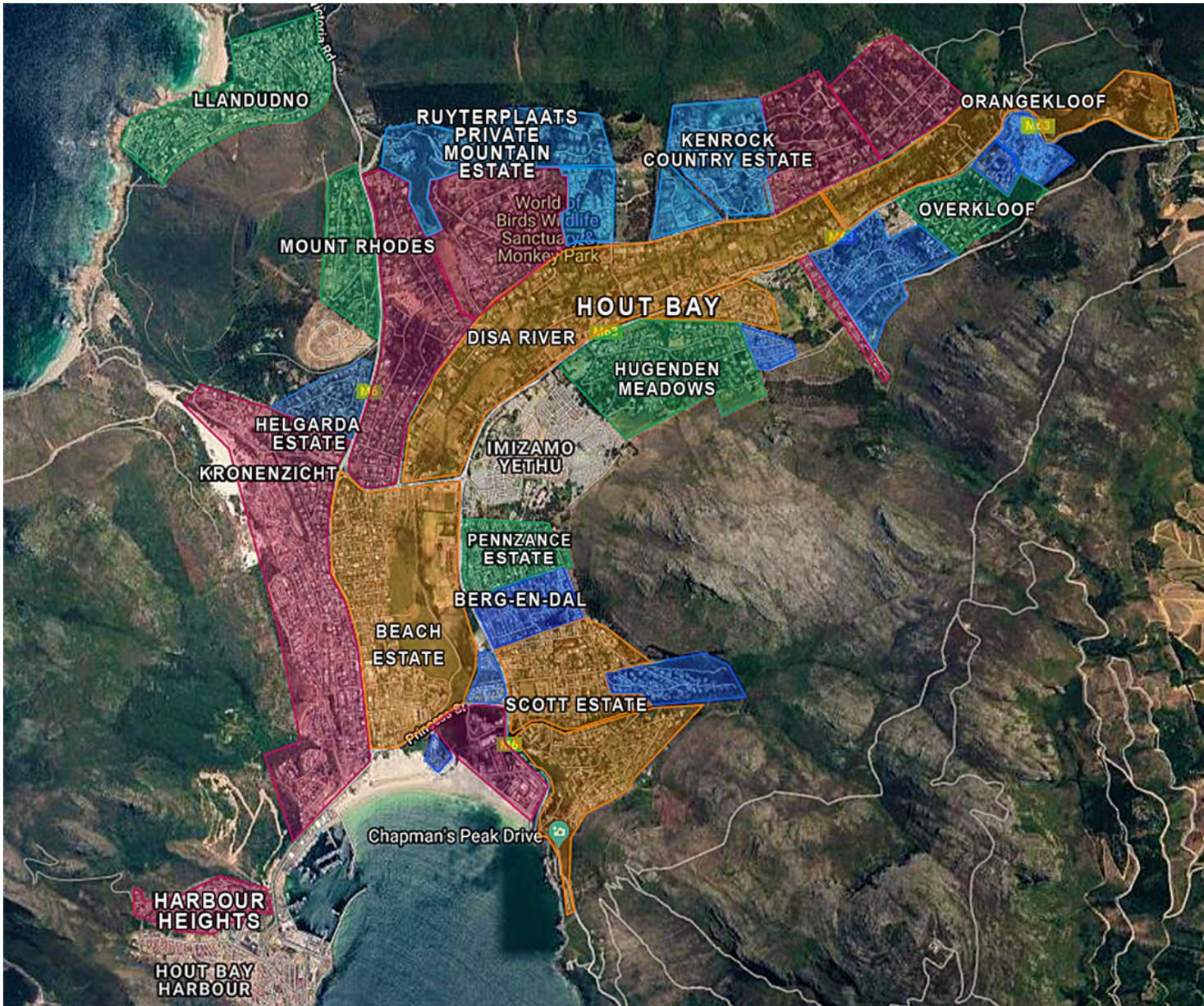
Top 10 Overall Responses

1. Improve **monitoring and detection of crime** in our area
2. Improve the **overall public safety** situation
3. Improve the overall **quality of the response** to crime incidents
4. **Monitoring of open access areas** in the SEBCID, eg pipe track, Baviaans River
5. Improvements in **cleanliness along our rivers**
6. **Alerts of threats and incidents** in your immediate area, as they occur
7. **More CCTV cameras** to achieve as much coverage as feasible
8. **Significantly increase patrolling** in the SEBCID area
9. **Stationing private safety officers** at key points
10. Improvement in the **removal of litter** in public spaces

Top 12 Responses not related to Public Safety

1. **Improvements in cleanliness** along our rivers
2. Improvement in the **removal of litter** in public spaces
3. Improvement in the reporting, tracking and maintenance of **storm water drains, burst mains and street gutters?**
4. Improvement in reporting, tracking & resolution of **maintenance of roads** in our area?
5. **Beautification of the public open spaces** adjacent to the traffic circle joining Main Road and Princess Avenue
6. Interested in participating in a **structured recycling program**
7. Improvement to **parks & open spaces** eg trees, indigenous plants, outdoor gyms, etc
8. A plan to deal with **homelessness** in our area
9. More **street and pavement lighting**
10. Additional **lighting along the pipe track and river area**
11. **Traffic calming** in certain areas to stop speeding
12. Improvements for **safer access from the SEBCID to Main Road?**





ESTABLISHED:

- Mount Rhodes
- Penzance
- Llandudno
- Overkloof
- Oakwood Hughenden Meadows

IN PROGRESS:

- Scott Estate & Baviaanskloof

SECURITY ESTATES