



Street Address  
101 St Francis Drive  
St Francis Bay  
6312

Registration number  
2006/017967/08

Postal Address  
Private Bag X3  
Suite 133  
St Francis Bay  
6312

**MINUTES OF THE DIRECTORS MEETING HELD ON THE  
22<sup>nd</sup> January 2019 AT 13:30 AT THE VILLAGE SQUARE BOARDROOM**

**In Attendance**

S Picton-Turbervill (SPT)  
C Northwood (CN)  
B Morsink (BM)

W Lotter (WL)  
S Smith (SS)  
Y Bryden (YB)

**Apologies**

L Fouche (LF)  
G Miller (GM)  
R Foulds (RF)  
N Hulett (NH)

**1. Welcome, Confirmation of Previous Minutes and Apologies**

The minutes of the meeting held on the 27<sup>th</sup> November 2018 were confirmed by BM and seconded by CN.

SPT The vote on the Chairman and Vice Chairman has been postponed until the next meeting.

SPT Confirmed that RF will remain on the board until end of this financial year.

SPT The board needs to consider appointing additional directors. In particular a finance director will be required to replace RF in the new financial year.

SPT Previous minutes, CN requested cost estimates per meter for canal walling. WL has requested quotations from 2 contractors.

SPT Portfolio allocations placed on hold until the next meeting.

**2. Canal Manger**

**WL**

SS Confirmed that overtime was slightly over budget due to additional hours required for running the office over the holidays.

WL Leave schedule for staff will start on the 25<sup>th</sup> of February. Pieter and half the staff will be on leave first 3 weeks followed by WL and the other half of the staff for the next 3 weeks. All leave scheduled to end by 5<sup>th</sup> April 2019. All maintenance will be on schedule. All agreed on this.

**3. Finance, Accounting, Insurance & Legal**

**SS**

SS Confirmed that overtime was over budget due to additional hours required for running the office and policing the canals over the holidays.

SS It is forecasted that the company will break even at the end of this financial year.

SPT Requested SS to issue management accounts per month for the period from the 1<sup>st</sup> July to the 31<sup>st</sup> December and thereafter at the end of each month.

SS The change to Nedbank is progressing and the following was agreed and confirmed:

Purchase orders are raised on Sage and signed by WL.

Any purchase over R2000 needs to be approved by WL and a director.

All bank payments will require to be released by WL and a Director. For a Director to release a payment the correct documentation must be available to the Director i.e Quotation, approved purchase order and invoice etc.

SS To claim the Pump house expenses from the river committee in accordance with the agreement i.e. 50% of the cost excluding VAT, up to a maximum of R70,000.

SS To forward to CN the costs for erf 1304.

SS RF has requested that, where possible, special projects be put on hold for this financial year and included in the 2019/20 budget.

**4. Dredging, Spit and Beach and Blue Flag**

**GM**

WL To draw up a detailed dredging plan based on the depth survey of the canals and ensure that this plan is actioned on time. Delivery of the replacement dredger engine is expected in April.

SPT Requested that the booster pump must be used where necessary so that sand from the canals is pumped onto the beach thus avoiding the high cost of removing spoils.

WL CN requested that the dredging plan be emailed to all members with a request to inform us of any areas that are not on the plan.

**5. Canal infrastructure, Planning Permissions & Water Quality**

**CN**

CN A positive response was received from architects regarding the email that was sent out with the requirements for maintenance, upgrading and replacement of canal infrastructure. YB to email the requirements to all contractors.

CN Requested a policy be drawn up for signage on the canals. SPT suggest he contact M Morrison Architects as they have been involved with signage policy in St Francis Bay.

CN The problem with the Sea Glades and Canal road Sewer pump station was sorted out by the Municipality.



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- 6. Law Enforcement & General Canal Maintenance** **BM**  
BM Contacted Mr. Prinsloo and thanked him for helping us with extra law enforcement officers.  
BM Letter to be issued to owner of SF643 for speeding on the canals and spraying of people with jet-ski motor.
- 7. Events** **NH**
- 8. Representation on Public Bodies** **LF**  
See the information from the Residents association on [www.stfrancispropertyowners.co.za/st](http://www.stfrancispropertyowners.co.za/st)
- 9. Harbour Office, Human Resources & Health & Safety, Web site, Boats**
- 10. Special Projects**  
**2019**  
Security of the jetties at the cove  
Online processing of licenses and moorings  
Fixing canal wall at Sea Glades bridge.
- 11. Next Meeting date**  
26th February 2019

**Weekly meetings with WL are scheduled every Monday at 12pm at the Canal Harbour office.**