



Street Address
15 La Digue Place
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 29th of January 2020 at 13:00
Venue: The Council Chambers, Kouga Municipality, St Francis Bay

In Attendance

Board of Directors

L Fouche (LF)
R Foulds (RF)
N Hulett (NH)
G Miller (GM)
B Morsink (BM)
C Northwood (CN)
S Picton-Turbervill (SPT)
P Butland (PB)

Other Committee Members

Apologies

1. Welcome, Apologies and Confirmation of Previous Minutes and AGM minutes

S Picton-Turbervill welcomed everyone to the meeting and introduced Peter Butland who was invited to join the SFBRHOA board of directors. PB's appointment to the board was agreed by all and he was welcomed as the latest board member.

Confirmation of Previous Minutes

The minutes of the meeting held on the 19th November 2019 were confirmed by CN and seconded by LF with the correction of item 3 of the minutes stating that the request was to repaint the pump house abluion block and not the cove abluion block.

Confirmation of the AGM minutes

The minutes from the AGM held on the 14th January 2020 were agreed and will be posted on the association website.

2. Confirmation of Directors, appointment of Chairman and Vice Chairman and Portfolio Allocation for 2020

Confirmation of Directors

All directors from 2019 agreed to continue for 2020 however RF informed the board that he will only be available as a director until the end of February or March 2020 to allow for the handover of the finance portfolio to another Director. If an alternative finance director is not found during this time then RF has offered to assist Sara Smith (Finance Manager) where necessary with compilation and oversight of the accounts. This was gratefully accepted by the board.

The appointment of a director to handle the Finance portfolio is a priority and all board members were asked to apply their minds to finding a replacement.

Appointment of Chairman and Vice Chairman

B Morsink indicated that he will not be available as deputy chairman for 2020. He will however continue as a director. The board expressed its thanks to B Morsink for acting as deputy chairman for the last few years.

Schedule C item 1.9 of the Memorandum of Incorporation states:

The Directors may elect a Chairman and a deputy chairman (to act in the absence of the Chairman) of their meetings

It was agreed that S Picton-Turbervill would continue as Chairman for 2020 and during his periods of absence from St Francis Bay the chairing of meetings will be handled by another available director thus relieving the need to appoint a deputy chairman. It was also agreed that the Management staff (i.e. W Lotter, S Smith & Y Bryden) will report directly to the responsible portfolio director for all issues relating to the particular portfolio.



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Portfolio Allocations

The following allocation of portfolio responsibilities was agreed:

SFBRHOA Committee Portfolios for 2020

	2020
1 Finance & Accounting	RF
2 Legal & insurance	PB
3 Dredging, Dredgers, Boats and Trailers	GM
4 Spit and Beach	GM
5 Blue Flag	GM
6 Planning permission regulation enforcement for canal walls and jetties	CN
7 Signage & water quality	CN
8 General canal maintenance excluding dredging	BM
9 Law enforcement	BM
10 Representation on other Public Bodies	LF
11 Representation on SFPO association	LF
12 Representation on Kromme Trust	GM
13 Events & Marketing	NH
14 Harbour Office, Moorings, Licences and other Revenue	SPT
15 Health & Safety, Human resources	SPT
16 Website and communication	SPT & NH
17 Special projects	Specific to project



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3. Finance and Accounting

RF

- RF A meeting will be arranged with the Kouga Municipality to remedy the long delays experienced in receiving payments for riparian levies and licence and mooring sales. The contract between the SFBRHOA and the Municipality states that payments will be made bi-monthly.
- RF The auditor's management report for the 2018-19 financial year has been responded to and will be distributed to the board.
- RF The annual Social & Ethics committee meeting was held on the 18th September 2019 (see attached). RF, GM & LF will be arranging a meeting for 2020.
- RF Remuneration committee members RF, BM, GM & SPT will meet prior to the 1st March to decide on staff annual pay increases for 2020
- RF SPT and RF will arrange a meeting with the management staff to cover their responsibilities, reporting duties and board expectations from each management staff member.
- RF The annual budget is required by the Kouga Municipality by the end of February. RF requested board members to submit any additional expenditure items which need to be included in the budget.

4. Legal and Insurance

PB

- PB Will prepare a statement on the fraud which occurred in the office from July to Dec 2019 and distribute this to directors for comment prior to submission as required by Section 34 (1) (b) of the Prevention and Combating of Corrupt Activities Act (Act 12 of 2004)

5. Dredging, Boats, Spit and Beach

GM

- GM It was agreed to refurbish dredger 1. Depending on the extent of the work required the estimated cost will be R100,000. Completion is planned by Easter.
- GM Dredger 2 (small dredger) is currently undergoing maintenance and, when complete, will be used in the canals to start dredging in areas which were not completed in 2019.
- GM Dredger 3 is currently undergoing maintenance and will be ready by the 17th February for dredging in the channel between the pump house and the river mouth and building up sand on the spit.
- SPT Requested that the programme for dredger 3 limits as much as possible the noise pollution to houses in ski canal and Shore road for the period between now and Easter.
- BM Requested a solution to the eel grass where it prevents adequate dredging to the specified depth. GM to investigate.
- GM Will institute a scheduled maintenance programme for the boat fleet.

6. Planning Permissions & Water Quality

CN

- SPT Water test results taken on the 21st January showed that the canal cleanliness is well within the limits prescribed for recreational water by the Dept of Water Affairs. According to water tests performed by the Kromme Mouth Estates the green tinge to the river and canal water experienced over December was caused by sea lettuce algae.
- CN As a result of sewer pump station breakdowns and a lack of adequate conservancy tank emptying over the holiday season there was a high risk of canal contamination by sewerage. It was agreed that CN and LF would review the risk and enter into discussions with the Municipality to mitigate this risk for the future. As a first step WL will be requested to arrange a survey of all canal sewer pump stations to determine their serviceability.
- CN Will request YB to ensure that all compliance orders are received by the relevant property owners and are followed up.
- CN The issues of jetties at Big Time Taverna encroaching on the next door ERF will be taken up.
- CN Will be reissuing the planning guide lines for canal infrastructure with some alterations to improve enforcement.
- CN Requested assistance from PB in reviewing the signage bye-laws for the canals. It may be necessary to request the Municipality to change some of the clauses of Chapter 3 of the 28th Feb 2007 Gazette to allow enforcement of Kouga notice 98/2019 for the prevention of signage on the canals. See attached.
- CN It was agreed that multi coloured jetties must be discouraged when planning applications are submitted for canal infrastructure. Acceptable colours should be subtle greys and natural wood.



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7. Law Enforcement & General Canal Maintenance

BM

- SPT Discussions are ongoing with the KJRC to improve safety in the channel between the pump house and the river mouth. See attached minutes of the first meeting.
It was agreed not to continue with item 3 of the minutes as more law enforcement with existing officers and boats should be tried first.
All other items of the minutes were agreed.
- SPT It was agreed that the number of commercial boats on the canals should, within reason, not be limited.
- SPT It was agreed that commercial operators must comply with all SAMSA and other applicable regulations.
- PB Will obtain an opinion on whether the SFBRHOA should insist on the levels of liability insurance to held by commercial operators.

8. Events

NH

- NH A general code of conduct for events on the canals is not considered necessary as most event are quite different in nature and all events are already covered by local bye laws and SAMSA regulations etc.

9. Representation on Public Bodies (KJRC, Ward 12, SFPO)

LF

- No recent meetings to report back on.
A meeting is planned to change a clause in the KJRC MOA with the Municipality referring to indemnities which should be the responsibility of the Municipality

10. Harbour Office, Human Resources & Health & Safety, Web site

SPT

- SPT In accordance with the minutes of the 19th November 2019 it was agreed that a another person must be employed to replace Venuchka as her contract expires on the 19th February 2020 and it is also not considered good practice to have two family members working in the same financial field in the same office.
- SPT Revolving staff leave is scheduled from the 24th February to the 3rd April 2020

11. Special Projects

- Security for the Cove jetties
Repair of canal walls at Sea Glades bridge

12. Next Meeting date

- 3rd March 2020 at 13:00