



**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

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**Minutes of the Directors meeting held on the 2<sup>nd</sup> June 2020 at 13:30 at 5 Moby Dick Wharf, St Francis Bay**

**In Attendance**

**Board of Directors**

P Butland (PB)  
L Fouche (LF)  
R Foulds (RF)  
G Miller (GM)  
C Northwood (CN)  
S Picton-Turbervill (SPT)

**Other Committee Members**

**Apologies**

B Morsink (BM)

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

S Picton-Turbervill welcomed everyone to the meeting.

**Confirmation of Previous Minutes**

The minutes of the meeting held on the 3<sup>rd</sup> March 2020 were confirmed by LF and seconded by CN.

**2. Spit revetments**

A breach of the spit triggered the emergency plan prepared by the Kouga Municipality & PRDW (engineers) to install a rock revetment along the spit. The initial budget available allows for approximately 200m of revetments between the two walkways over the spit. The Municipality is working on budget reallocations to fund the additional 300m of revetments required to finish the whole spit. The revetment design is in line with the requirements for the Spit & Beach regeneration project being handled by the SFPO NPC.

**3. Canal Manger and Office**

**WL&YB**

The canal manager's report as discussed at the Monday meeting is attached.

Due to Covid-19 the office is open for business but closed to the public. YB is working normal hours from the office and where necessary communication with the public is handled by phone and electronically.

Fixing of the canal wall at bird island is complete.

Repair of the walls either side of Sea Glades is in progress. NH has offered to assist the contractor with transporting the rock which has to be removed.

Removal of the two walkways over the spit is complete. These will be redesigned and replaced when the spit revetments are complete.

Rebuilding of dredger 1 is in progress.

All staff have been able to work since 4<sup>th</sup> May 2020 under Municipal permits to perform essential services.

**4. Finance and Accounting**

**RF**

Organisational changes to finance

Deborah Jackson (DJ) has been appointed as Financial Accountant for the SFBRHOA and the KJRC. A detailed job description and responsibility split between finance and admin has been circulated to the board. Checks and balances between admin and finance are in place.

RF requested that expenditure on special projects for this financial year be completed before the 30<sup>th</sup> June.

SPT expects the new tariffs to be published by mid June.

SPT Clarity on expenditure authority levels as agreed at the board meetings on the 22<sup>nd</sup> January and 25<sup>th</sup> June 2019:

Purchase orders are raised on Sage and signed by WL.

Any purchase over R2000 needs to be approved by WL and the relevant portfolio director.

All bank payments will require releasing 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, invoice and statement etc.

Wages need to be approved by WL and released by WL and a director. For a director to release wages and salaries the correct documentation must be available to the director i.e. time sheet and pay slips etc.



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- 5. Legal and Insurance** **PB**  
SPT has submitted the statement on the fraud which occurred in the office from July to Dec 2019 as required by Section 34 (1) (b) of the Prevention and Combating of Corrupt Activities Act (Act 12 of 2004).  
PB RF will arrange a meeting with T Smith to discuss the company's insurance renewals for the new financial year.
- 6. Dredging, Boats, Spit and Beach** **GM**  
**Dredging**  
Major changes to the river mouth sand banks has caused a temporary closure of the access from ski canal to the river. A dredger has been positioned in ski canal to open access to the river. The sand spoils will be pumped to the northern end of the spit to effectively extend the spit dune towards the river mouth. It was agreed to issue a short statement on St Francis Bay social media explaining the action to be taken.
- 7. Planning Permissions & Water Quality** **CN**  
LF Development on erf's 2850 & 2851. See attached comment on the engineer's report.  
LF/CN The report on the canal sewer pump stations has been forwarded to Cllr Rheeder for action. To date feedback from the Municipality, as below, has not been satisfactory
- Letter from Victor Felton*  
*The infrastructure project list of urgent activities requiring funding, as presented annually on the IDP, is approximately 200 number in the whole Kouga LM. As you know Council decides which capital projects to approve and what budget to allocate. Unfortunately, we do not have budget for the purchase of back up pumps for all stations and are gradually installing alarms and early warning monitoring devices as money becomes available. What currently happens is the public acts as a backup warning system if we have not pick up a spillage immediately and a team is dispensed.*
- CN agreed to take the issue up with W Furphy of the SFPO so that it can be discussed at the next meeting with the municipal manager.
- 8. Law Enforcement & General Canal Maintenance** **BM**
- 9. Events** **NH**
- 10. Representation on Public Bodies (KJRC, Ward 12, SFPO)** **LF**
- 11. Harbour Office, Human Resources & Health & Safety, Web site** **SPT**  
Organisational changes to administration
- When the licencing clerk's contract expires on the 30<sup>th</sup> June the position will not be renewed.
  - YB's hours will increase from 5.5 hours to 7.5 hours per day and she will handle admin and the licencing clerk's functions. The office will be open from 7:30am to 3:00pm from Monday to Friday.
  - Licence sales on a Saturday will be handled using a combination of options. On Saturdays when business is slow during the winter months and bad weather, we have the option to close the office or use Stanley to issue licences. On Saturdays when business picks up we will use temporary staff to issue licences.
  - During the holiday seasons the office will be operated as usual with a combination of overtime and temporary staff.
- Organisational changes to operations
- WL will report directly to CN and GM.
  - Operations includes:
  - Dredging, Dredgers, Boats and Trailers
  - Spit and Beach
  - Blue Flag
  - Planning permission regulation enforcement for canal walls and jetties
  - Signage & water quality
  - General canal maintenance



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SPT will forward the Company Code of Conduct, Disciplinary Code, Fixed Term Contract, Permanent Contract, Recorded verbal warning, Written warning and job descriptions to the board for information.

**12. General**

As a representative of Rotary CN requested any ideas regarding projects in and around the canals which could be put forward for funding by Rotary.

**13. Special Projects**

See management report

**14. Next Meeting date**

7<sup>th</sup> July 2020 at 13:30