



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 14th October 2020 at 5 Moby Dick Wharf, St Francis Bay

In Attendance

Board of Directors

R Foulds (RF)
N Hulett (NH)
G Miller (GM)
C Northwood (CN)
S Picton-Turbervill (SPT)

Other Committee Members

D Jackson (DJ) representing the office

Apologies

B Morsink (BM)
P Butland (PB)
L Fouche (LF)

1. Welcome, Apologies and Confirmation of Previous Minutes

S Picton-Turbervill welcomed everyone to the meeting.

2. Spit revetments

The Kouga Municipality contractor continues to install rock revetments along the spit. As the latest breach to the spit opposite the pump house will not be repaired by the Municipality, the SFBRHOA and the SFPO (under instruction and design responsibility of the Municipality and the engineers PRDW) have installed sand bags to protect the canal walls in front of the pump house and erf 1256. The owners of erf 1257 have made their own arrangements for rock protection to their canal wall. The Municipality will provide a rock wrap around to the northern end of the spit adjacent to the breach.

3. Operations (Dredging, Boats, Spit and Beach, General Canal Maintenance)

CN & GM

Dredging

Dredger 1 will be relocated into ski canal to build up the sand on the spit behind the new rock revetments. Work on clearing the channel from ski canal into the river has been put on hold due to the spit breach opposite the pump house. Effectively access from ski canal to the river remains closed and access from ski canal to the sea is open.

Dredger 3 is operating in the channel from the cove to the river and pumping spoils to the beach via the booster pump.

It is planned to have ski canal jetties and the walkways over the rock revetments to the beach completed by December. If this work is not able to be handled in house then quotations must be requested for the manufacture and installation by outside contractors.

The design and installation of the walkways from the ski canal jetties to the beach must meet all health and safety requirements.

Boats

GM Will monitor the condition of the boats and recommend replacements when necessary.

4. Finance and Accounting

RF

The 2019-2020 annual financial statements have been approved. **DJ** will arrange for the accounts to be posted on the web site.

DJ Presented the income statement vs budget for July to September 2020. SPT will forward the budget submission to DJ as some expense line items require correction.

SPT Will forward the information to CN regarding the history around the planned funding for the spit and beach.

DJ Will continue to follow up the Municipality on payment of levy and licence income which has not been received for this financial year to date.

DJ Agreement has been reached on the charge out to fee to the KJRC.

DJ The quarterly statement for the Municipality will be prepared by DJ and circulated to board members for comment before submission in October 2020.

DJ Policies and procedures are overdue.

DJ To review the split of dredge expenses between the three dredgers.

5. Legal and Insurance

PB

DJ The additional premium for the bags in the store must be charged to the SFPO.

SPT Will forward insurance correspondence to DJ

DJ To reduce the insurance premium on the boats it was agreed to value the boat hulls at the minimum value and the boat motors at market value. DJ to revalue all the boats and motors.



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DJ To get clarity on the valuation basis for the marine policy. The policy schedule states the basis of valuation as market value and T Smith has stated that it is agreed value.

6. Planning Permissions, Signage & Water Quality

CN

CN Signage will be required at the northern end of ski canal to warn the public of the dangers due to high currents.

DJ To request the NSRI and the Municipality to install warning signage around the northern end of ski canal.

DJ To arrange additional No Wake Speed signage at the entrance to ski canal from the sea

7. Law Enforcement

BM & LF

DJ The report from Stanley must be structured so that it can be sorted by name, SF number, K number and date etc. This report must be distributed to the board monthly and LF weekly.

8. Events

NH

The 2020 SA Canoe Marathon was a great success and generated positive publicity for St Francis Bay and the canals.

It was agreed that future similar events would be welcome on the canals providing adequate notice was given for planning.

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

LF

The KJRC have agreed to allow boats on the river up to 7.5m in length.

All river licences for boats in excess of 6.6m and commercial river licences must be issued in accordance with the KJRC requirements.

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

SPT

Concern was expressed with time keeping, absenteeism and poor performance of staff. Staff must adhere to policies and procedures and disciplinary action must be taken for non-compliant employees.

It was agreed that CN, GM & DJ will arrange a motivational meeting with all staff to raise these concerns and explain the actions that may be taken due to non-compliance.

DJ All human resources policies, procedures and records must be correct and up to date.

DJ The proposed leave and overtime schedules for December/January to be circulated to the board for comment.

DJ To distribute to the board the current leave status for each employee.

DJ As previously minuted, all staff must report to work and register with the finger print reader.

DJ Statement required on the web site warning the public of the dangers around the new river mouth.

11. Special Projects

CN to agree with the contractor on a fair value for the extras incurred at the Sea Glades bridge wall repairs.

12. Meeting dates

Next board meeting on 17th November at 9:30am.

DJ AGM is proposed for 16:00 on the 17th December 2020 at the bowling club.

DJ to arrange the team get together before holiday season starts