

CHAIRPERSON'S REPORT / MINUTES OF MEETING

13th CID ANNUAL GENERAL MEETING

16 November 2017, 12H00

NGK Ceramics, Warehouse 4

1. REGISTRATION

Mr. Derek Morillion opened the meeting and asked if all the attendees had signed the attendance register.

2. WELCOME AND APOLOGIES

Mr. Derek Morillion welcomed all present according to the signed Attendance Register.

2.1 Mr. Derek Morillion reported that Membership is open to all the property owners. A property owner is entitled to attend, participate and vote at the Company meetings held under the auspices of the Companies Act.

2.2 Mr. Derek Morillion agreed that the attendees at the 13th Annual General Meeting and Proxy forms received from Property Owners constitute a quorum to proceed with the meeting

ATTENDEES

Anthony Davis	WF Chemicals
At Sunday	Growthpoint
Carl Von During	Zygon Property Group
Dean Walmsley	Tirepoint
Dillen Daniels	Sanitec
Jan Tischendorf	NAC Bakery
Rodney Coetzee	AVTS
Salmon Muller	AVTS
Steve Davison	Property Owner
Niel Rossouw	Byers Security
Lynn Consul	Byers Security
Andre Ferreira	Essential Cleaning
Runan Rossouw	The City
Nomnikelo Halana	The City
Rhonda Lewis	CID Manager
Neil Mc Murry	Minus 40
John Jackson	Marine Civil
Derek Morillion	Container Domestic Services
Alexandra De Mooij	De Mooij Export
Grant Magee	De Mooij Export

3. APPROVAL OF PREVIOUS AGM MINUTES

Minutes of the 12th Annual General Meeting held on 23 November 2016 were accepted and approved by Mrs Lynn Consul and Mr. Grant Magee.

4. Agenda of the 13th Annual General meeting was approved by Mr. Jan Tischendorf

5. CHAIRPERSON'S REPORT

6. FEEDBACK ON SRA OPERATIONS 2016/2017

Mr. Derek Morillion reported that the activities and projects outlined in the approved business plan for the period 2016/2017 are adhered to and discussed at the bi-monthly Committee meetings.

The Board of Directors decided and agreed to present the City Improvement District Implementation Plan at the 13th Annual General Meeting as part of the Chairpersons report.

Each aspect discussed at this meeting was followed by pictures of the events attended to during 2016/2017 and what the City Improvement District will be attending to during 2018.

Attendees will be given the opportunity to comment or raise questions after every Portfolio being discussed.

The CID management committee meets every second Wednesday of every alternate month, and attends to issues brought to our attention by the Businesses, City of Cape Town and Law Enforcement agencies.

The CID Committee comprises of the following people.

D Morillion	Director - Chairperson
N Mc Murray	Director
J Jackson	Director
H De Vries	Committee Member
M Coetser	Committee Member
Alexandra De Mooij	Committee Member
Grant Magee	Committee

Mr E. Laurenson , Director passed away.

Mr. Derek Morillion extended an invited to the property owners to contact the CID Manager, Rhonda Lewis should they wish to join the CID Board of Directors or join as Committee Member.

The Sub Committees / Portfolio Managers look after specific portfolios

Derek Morillion (Chairperson)	CID Manager & CID Office
Marius Coetser	Security
Derek Morillion / Neil Mc Murray	Capital Projects
Herschel De Vries	Social Responsibility & Cleansing & Environment
Derek Morillion	Marketing & Signage
Neil Mc Murray	Finances
John Jackson	Roads & Fences
Grant Magee	Social Responsibility & Cleansing & Environment
Alexandra De Mooij	Social Responsibility & Cleansing & Environment

We welcome suggestions and ideas which will enhance and uplift our working environment

The Committee welcomes owners and tenants to join the Committee Meetings as and when available. Contact the CID Manager, Rhonda Lewis for further information.

City Improvement Districts (CID) / Self Rating Areas (SRA)

We are required to submit Annual Implementation Plans. (Section 10.2 of SRA Policy) and Budgets to The City for acceptance and approval.

CID Services Offered

Crime and Security Prevention

Cleaning and Maintenance

Safety Hazards and Maintenance

Marketing Promotions

Business Relations

Social Services

Projects and Capital Improvements

Projects Funded – ongoing and new

Mr. Derek Morillion discussed the following projects funded by The CID and The City.

CID	Street Sweepers - ongoing
CID	Verge Cutting - ongoing
CID	Garden Competition – ongoing
CID	Repainting Yellow concrete street names
CID	Concrete slabs for placement of street names
CID	Concrete Wall along N2 - ongoing
CID	Landscaping maintenance – ongoing. The water restrictions had a negative impact on the plants. Gardens are maintained weekly (weeding, litter)
CID	Website - ongoing
CID	Mobile Security Trailer
CID	Repainting of Traffic Road Markings
CID	Repainting Area Map in Manchester Street
CITY	General maintenance & repairs – ongoing
CITY	Tree Maintenance – ongoing
CITY	Water Canal cleaning – ongoing
CITY	Street Lights - ongoing

7. APPROVAL OF IMPLEMENTATION PLAN 2018 / 2019

AIRPORT INDUSTRIA CITY IMPROVEMENT DISTRICT NPC IMPLEMENTATION PLAN	2018/2019
PROGRAM 1	MANAGEMENT AND OPERATIONS

ACTION STEPS	RESPONSIBLE	FREQUENCY PER YEAR	PERFORMANCE INDICATOR	COMMENT
Effective and Efficient Management and Office Administration	CID Manager	Ongoing	Operational SRA office Accessible to all property owners	
Board meetings	CID Manager	Bi-Monthly	Report back on CID related functions per portfolio. Keep minutes and file resolutions.	
Promote NPC Membership list	CID Manager	Annually	Have NPC membership list that represents the area. Update NPC membership frequently. Ensure that membership application requests are prominent on website.	
Input to City of Cape Town capital and operational budgets		Annually	Annual submissions to Sub-Council Manager, by January	
	CID Manager	Annually	Annual submissions to Sub-Council Manager, by January	
Interact with property owners and business tenants	CID Manager and Council Authorities	Ongoing	Provide assistance where possible and report to Board	
Relationships with Sub-Council Management and COCT departments	CID Manager	Ongoing	Good working relationships with all Council Departments and table report to board	

			meeting.	
Accounting and Management of Finances	CID Board Director appointed as Financial Head	Ongoing	Report Financial expenditures at Board meetings and record. Obtain Board approval for major deviations required.	Obtain Annual General Meeting approval to condone Board resolutions
Visit members	CID Manager	Ongoing	Visit every member at least once annually	
Annual General Meeting	CID Board Director appointed as Financial Head and Low and Schreiber Chartered Accountants (SA)	Annually	Annual General Meeting conducted successfully, before 31 January annually.	
Comply with Company Act requirements	CID Manager	Ongoing	Submit documents to CIPC within two months of AGM <ul style="list-style-type: none"> ▪ New Directors and Auditors – registration within 10 business days of changing. ▪ Membership List – as per Section 24 of Companies Act ▪ Annual Returns-submit within 30 business days after the anniversary date of NPC ▪ Supply City with Certificates 	
Communicate SRA arrears list	CID Manager	Ongoing	Observe and report concern over outstanding amounts to Board and CID involved. Board Members in arrears cannot participate in meeting.	
Perform Budget review	CID Manager and Financial Director	Annually	Submit approved budget review to the City by 31 January	
Mid Year review	CID Manager	Ongoing	Submit approved mid-year review to the City by 31 January	
Compile annual Implementation Plan and Budget	CID Manager / Financial Director	Annually	To be submitted to City by end October for approval at AGM annually	
Obtain annual tax clearances	CID Manager / Financial Director	Annually	Provide City with new tax clearance certificates before expiry	
Submit signed Annual Financial Statements (AFS)	CID Manager / Financial Director	Annually	Submit AFS to City by 31 August	
Financial report to CCT	CID Manager / Financial Director	Ongoing	Submit report to the CID involved timeously by the 15 th of the following month.	
Appointment of relevant service providers	CID Manager	Ongoing	Appointment of appropriately qualified service providers by	

			means of a competitive process	
Submit management report and annual financial statement to Subcouncil	CID Manager	Ongoing	Submit AFS and annual report to Subcouncil within three months of AGM with proof of submission to CID involved.	
Monthly report to the SRA directors	CID Manager	Ongoing	Report back on all CID related business to be measured and signed off.	
Manage and monitor the C3 notification process	CID Manager	Ongoing	Complete daily reports of C3 notifications and monitor outstanding issues.	
Compile SRA renewal application	CID Manager	4 th year of business plan	Submit a renewal application for approval by the members and the City of Cape Town by the 31 st August	
Do VAT and Tax returns	CID Manager / Financial Director	Ongoing	Bi-monthly submission to SARS	
Registration with CCT as community based organisation	CID Manager	Ongoing	Register by end of this financial year	

AIRPORT INDUSTRIAL CITY IMPROVEMENT DISTRICT NPC IMPLEMENTATION PLAN	2018/2019
PROGRAM 2	
SECURITY / LAW ENFORCEMENT INITIATIVES	

ACTION STEPS	RESPONSIBLE	FREQUENCY PER YEAR	PERFORMANCE INDICATOR	COMMENT
On-site inspection of Security Officials	Security Contractor and Security Operations Manager	Daily visits by patrol officers to AICID office	Daily feedback to CID Manager. Bi-Monthly feedback to Board at Directors Meeting	
Weekly Security Reports from Security Contractor	Security Contractor and Security Operations Manager	Ongoing	Weekly written reports to CID Manager with Incident and public safety statistics Communicated to Members and Business Tenants by CID. Report to Board.	
Weekly Security Crime Statistics from Security Contractor	Security Contractor and Security Operations Manager	Quarterly reports to CID	Due every week detailing incidents from the previous week and health & safety issues. Report to Board.	
SAPS Bishop Lavis Sector 4 Sector Policing Meeting and Crime Prevention Forum (CPF)	CID Manager and Security Operations Manager	Ongoing	Every Monday at Bishop Lavis Police Station	
Promote relationships with SAPS and Law Enforcement Agencies	CID Manager	Ongoing	Establish good working relationships by attending meetings regularly, promoting, assisting where possible	
Liaise with relevant role	CID Manager	Ongoing	Report back to Board	

players of the local SAPS				
Monitor SAPS Sector Visibility	SAPS Sector Captain and Security Operations Manager	Ongoing	Daily feedback to CID Manager. Reporting at CPF Meeting	
Joint operations with Security and SAPS, Traffic and Law Enforcement Agencies: <ul style="list-style-type: none"> High Profile Policing and Patrolling Traffic Road blocks Speed Analysis Profiling suspects/loiterers Informal Traders 	CID Manager and Security Operations Manager	Ongoing	Report back at CPF Meeting Vagrant control	
Maintain safe public working environment	CID Manager and Security Operations Manager	Ongoing	Patrolling area to establish a safe public environment and incident free area.	
Appointment of Service provider Emergency Plan Public Safety Plan / Strategy	CID Manager and Security Operations Manager	Ongoing	Contract with service providers by going through competitive appointment process	
CCTV Camera Monitoring	CID Manager	Ongoing	Identify need as Crime preventative measure Discussion and Approval required by Board and Members.	

**AIRPORT INDUSTRIAL CITY IMPROVEMENT DISTRICT NPC
IMPLEMENTATION PLAN**

2018/2019

PROGRAM 3

CLEANSING INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY PER YEAR	PERFORMANCE INDICATOR	COMMENT
Appointment of Service provider	CID Manager	Three year contract	Feedback to CID Board at Directors Meeting Open and transparent. Competitive process when required	
Monitoring Cleansing Contractor sweeping streets in boundary and cleaning the City's green bins on lamp poles	CID Manager	Daily	Bi-Monthly feedback to CID Board at Directors Meeting	
Monitoring collection and emptying of The City's Black Wheelie bins / waste collection days	CID Manager and Business Tenants	Weekly	Bi-Monthly feedback to CID Board at Directors Meeting	
Greening Campaigns	CID Manager	Quarterly	Bi-Monthly feedback to CID Board at Directors Meeting	
Identifying Health and Safety issues	CID Manager and Security Operations	Ongoing	Daily reports to CID Manager	

	Manager		Reporting problems to the City	
Identifying infrastructure issues	CID Manager	Weekly	Weekly notifications to the City	
Verge Cutting and Maintenance	CID Manager and Contractor	Weekly	Bi-Monthly feedback to CID Board at Directors Meeting	
Watering and general maintenance of trees: <ul style="list-style-type: none"> Replacing dead trees Illegal tree felling Companies to 'adopt a tree' to help watering of trees 	CID Manager	Ongoing	Bi-Monthly feedback to CID Board at Directors Meeting. Liaising with Parks Department when services are required.	
Garden Competition	CID Manager	Quarterly	Promote quarterly garden competition. Quarterly Floating Plague given to winner	
Bush Clearing initiatives	CID Manager	Ongoing	Contact Property Owners to take responsibility and clean vacant property and Parks Department in terms of CCT land	
Disordered Tenants / littering	CID Manager Business Tenants	Daily as incidents occur	Contact offender and report to The City or Law Enforcement Agencies, report to CID Manager	
Air Pollution	CID Manager	Ongoing	Daily monitoring and reporting to CCT	

**AIRPORT INDUSTRIA CITY IMPROVEMENT DISTRICT NPC
IMPLEMENTATION PLAN**

2018/2019

PROGRAM 4

URBAN MANAGEMENT INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY PER YEAR	PERFORMANCE INDICATOR	COMMENT
Identify shortcoming of services from CCT	CID Manager	Ongoing	Weekly reports to CCT and Local Authorities when required and report to Board on progress	
Identify problem areas and essential needs pertaining to services provided by the City of Cape Town so that these can be channelled to the respective departments within the City e.g.: <ul style="list-style-type: none"> Street lighting; 	Director appointed in Administration and projects portfolio and CID Manager	Ongoing	Assessment and evaluation of CID/SRA area and reports received from tenants and landlords. Reports channelled to the City of Cape Town. Analysis of shortcomings. Quarterly report to	

<ul style="list-style-type: none"> • Dumping; refuse removal • Missing drain covers/cleaning of drains • Planting, felling, trimming, pruning of trees' • Maintenance of road surfaces; sidewalks • Cutting of grass/ removal of weeds • Cleansing; placing of litter bins/emptying of litter bins • Road markings/ traffic signs • Perimeter fencing 			CID/SRA Board and reports to the City in the event of any matters reported not addressed within a reasonable time.	
Compile priority list of essential needs to enhance the objectives of the CID / SRA	CID Manager	Ongoing	Bi-Monthly feedback to Board of Directors. Reports / Requests channelled to CCT	
Speed Reduction Measures	CID Manager	Ongoing	Documented need for additional street calming measures to the City / Traffic department.	
Landscaping of three entrances to Airport Industria	CID Manager	Ongoing	Irrigation and maintenance of landscaping areas - planting of hardy shrubs/trees	
Stray dogs / animals	CID Manager	As and when required	Call local authority to assist with removal of debris and animals wondering	

AIRPORT INDUSTRIA CITY IMPROVEMENT DISTRICT NPC IMPLEMENTATION PLAN	2018/2019
--	------------------

PROGRAM 5	SOCIAL INTERVENTION INITIATIVES
------------------	--

ACTION STEPS	RESPONSIBLE	FREQUENCY PER YEAR	PERFORMANCE INDICATOR	COMMENT
Winter Project	CID Manager	Annually	Liaise with members to donate unwanted goods to the needy during the winter months	
Blood Donor Clinic	CID Manager	Every 56 days	Liaise with members to support this worthy course and help save a life	
Heart for Children project	CID Manager	Annually	Requesting our business community to donate Christmas gifts and hampers to	

			underprivileged children. The CID gives this to orphanages and hospitals.	
Waste Minimisation Project	CID Manager	Ongoing	Encourage businesses to make use of the City's dumping sites to disperse of their company waste. Encourage businesses to be responsible in terms of waste management / encourage recycling.	
Link with Social Development and initiatives	CID Manager	Ongoing	Program put in place / with local and social development department for upliftment CCT.	

AIRPORT INDUSTRIA CITY IMPROVEMENT DISTRICT NPC				2018/2019
IMPLEMENTATION PLAN				
PROGRAM 6		MARKETING INITIATIVES		
ACTION STEPS	RESPONSIBLE	FREQUENCY PER YEAR	PERFORMANCE INDICATOR	COMMENT
Newsletters / Newsflashes <ul style="list-style-type: none"> Promoting the services of the CID Promoting Business prospects of the area Promoting local projects Promoting Social issues and projects Emergency Numbers 	CID Manager	Quarterly	Regular meetings with Board, Role Players at The City, Members and Business Tenants	
Media Coverage in local Newspapers covering: <ul style="list-style-type: none"> CID Annual General Meetings Local Development Property Development issues 	CID Manager	Monthly / when needed	Bi-Monthly feedback to CID Board at Directors Meeting	
Liaising with business tenants and property owners via email, telephonically and visit	CID Manager	Ongoing	At least one official visit to each member in a 12 month period	
Promoting business prospects for the area	CID Manager	Ongoing	Bi-Annually feedback to CID Board at Directors Meeting	
CID Signage and illegal signage	CID Manager	Ongoing maintenance when needed	Signage at the 3 entrances to Airport Industria Interact with The City on Bi-Laws and	

			business tenants	
Website updates and link to businesses directory	CID Manager	Monthly	Monthly updates Display all relevant documents as required by the SRA legislation Display prominently application for membership	
Management and Administration of Surveys: <ul style="list-style-type: none"> • Emergency Evacuation procedures • Hazardous chemicals • Community involvement • Polluted Water Ways 	CID Manager and City Officials	Ongoing	Quarterly updates to members via e-mail and during visits to members	
Memo Desk Cube Incentive with CID Contact numbers and Emergency Numbers	CID Manager	Ongoing	Provide businesses with Memo Desk Cube	
Promote business prospects for AICID area	CID Manager	Ongoing	Regular contact with property developers and estate agents	
Encourage maintenance of buildings, landscaping and quarterly verge competitions	CID Manager	Ongoing	Assessments / Bi-Monthly feedback to CID Board at Directors Meeting	
AI CID entrance signage	CID Manager	Ongoing	Assessments / Bi-Monthly feedback to CID Board at Directors Meeting	

Mr. Derek Morillion referred to the Implementation Plan for the period 2018/2019 discussed during the Chairperson's report and asked the attendees for the approval of the Implementation Plan

Members in attendance approved the Implementation Plan 2018/2019.

BYERS SECURITY REPORT BACK

Mr. Niel Rossouw, Director of Byers Security discussed the daily management, duties and tasks of the CID Officers and presented the members with the Crime Statistics for the period 2017.

8. FINANCIAL REPORT

Mr. Neil Mc Murray, Director of the City Improvement District Airport Industria discussed the Audited Financial Statement 2016/2017.

Members in attendance approved the Financial Report 2016/2017.

9. APPROVAL OF BUDGET 2018/2019.

Mr. Neil Mc Murray discussed the approved budget and Implementation plan 2018/2019 and the Utilisation of accumulated surplus funds. Activities are in line with the approved budget.

Members in attendance approved the budget 2018/2019.

9.1 SURPLUS FUNDS 2018/2019

Members in attendance approved the usage of surplus funds 2018/2019.

10. Appointment of Auditors

Mr. Neil Mc Murray indicated that Low and Schreiber Chartered Accountants (S A) had been appointed as Auditors.

Members in attendance approved the appointment of Low and Schreiber Chartered Accountants (S A) as Auditors.

11. APPOINTMENT OF COMPANY SECRETARY

Members in attendance approved Mr Neil Mc Murray as the Company Secretary.

12. ELECTION OF BOARD MEMBERS

Ms Rhonda Lewis mentioned the members serving as Directors and Committee Members of Airport Industria City Improvement District

D Morillion	Director - Chairperson
N Mc Murray	Director
J Jackson	Director
M Coetzer	Committee Member
H De Vries	Committee Member
G Magee	Committee Member
A De Mooij	Committee Member

The attendees approved the re-appointment of the existing Director, Mr. Neil Mc Murray and Committee Members of Airport Industria City Improvement District.

13 GENERAL / Q & A

Mr. Derek Morillion welcomed the attendees to discuss matters of concern.

Mr. Derek Morillion reported that the members at the Annual General Meeting 23 November 2016 approved the installation of a concrete wall. This project will be funded by the CID.

Mr. John Jackson, Director discussed the various procedures which has to be adhered to before final approval is granted.

Members in attendance had no objections to the installation of a fence along the N2 and Montreal Drive.

CHAIRPERSON'S WORD OF THANKS

Marine Civil for hosting the 2017 Committee meetings every second month.

NGK Ceramics for hosting the 2017 Annual General meeting today, 16 November 2017.

Runan Rossouw, Eddie Scott, Joepie Joubert, and Nomnikelo Halana from City Council for their dedication to AI CID during 2017

SAPS Bishop Lavis and Local Authorities for their support and assistance to AI CID.

City Council Officials for assisting with the upgrading and maintenance in Airport Industria.

Byers Security for their support and assistance over the past year in fighting crime in Airport Industria.

Gateway Park, Mr. Chris Hart for currently providing office space for the CID Manager and CID Security

Property Owners and Tenants for supporting the CID initiative and assisting the CID to make our area the best sought after Industrial area in the Western Cape.

CID SECURITY OFFICIALS

A warm Thank you to all the CID Security Officials for their unsurpassed dedication and commitment towards their work in Airport Industria.

No duty is too big or too small for them

Thank you for taking care of the CID manager at all times and escorting her when she is on the road

Thank you for keeping our area safe and secure.
Thank you to our CID Manager for her hard work during the year.

14. Adjournment and Serving of refreshments

There being no further business the meeting was adjourned.

CERTIFICATION OF MINUTES

Chairperson Signature: _____ Date: _____

Derek Morillion

Proposer Signature: _____ Date: _____

Name: _____