

PIGEON VALLEY UIP 2022/286928/08

Minutes of the Annual General Meeting of the Pigeon Valley UIP held on Wednesday 24th January 2024 at 5.30pm at the Glenwood Presbyterian Church, corner of Evans Road, Kingsley Gardens and Esther Roberts Road

1. Registration

Members were asked to note their attendance by signing a register.

2. Welcome and introduction

Welcome from John White who would be chairing/facilitating the meeting – noting John White is neither a Director nor on the Steering Committee. Further welcome from the UIP Chairperson Athol Wesselink and vote of thanks for attendance by the Board, the Steering Committee, neighbours and Ntombi Maema as the eThekweni Municipality representative. Thanks to Graham and Beverly Muller for being instrumental in setting up the UIP and Adele Ackerman and her company Accumin for the pro bono accounting work. Noted that all Steering committee and Board members give of their time on a voluntary basis. Additional thank you to Nick Alcock for all he does and to neighbours for buying into the idea.

3. Voting rights

John White explained that each household owning property would have one vote and any proxies present would hold one vote.

4. Presentation of six-month report to 31st December 2023

Nick Alcock presented the six-month report for the UIP and explained that an AGM was a requirement even though the UIP had not yet had a full year in operation. The AGM was necessary for members to approve the budget for the 2024/25 year, approve the business plan, to appoint additional directors and auditors.

Noted that the first funding was received from the municipality in September/October 2023 which slowed down the progress as funds couldn't be spent before this. Progress was back on track now. The UIP invoices the municipality monthly. Two staff members were employed in October and the office in Cato Road was opened. Focus areas have been public spaces and garden maintenance and working with the Parks and Roads departments. This hasn't always been easy but there has been an improvement in the last 6 months. Garden Guru were awarded the contract for the garden services and are in action collecting litter and cutting grass in the area which the municipality don't get to. Members with concerns re areas they think need attention can report this to the office and it will be assessed whether this forms part of the municipality's responsibility or the UIP. If UIP responsibility it will be attended to.

Progress and Performance:

- i) Member communication – thanks given to Karen Brokensha and Cindy May Wang for their input with various media articles, the website, letters to members and the whatsapp group.

- ii) Fault management and support – Richard Thring reported that the office staff have had mixed success with this and they are working on building relationships with the municipality staff to facilitate efficient escalation. It is important that members report faults with as much detail as possible. This should include the exact location – i.e. corner of Cato and Alan Paton Road, as well as the detail of the fault – i.e. water leak from pipe/meter. This is necessary so that it is directed to the correct department at the municipality. UIP office staff have a schedule of reported faults and follow up regularly via phone where these are not resolved. This schedule is on the UIP website and is updated monthly. Members can report faults to the office or give office staff the reported reference number to follow up on. Richard is working on having specific contacts in the various departments at the municipality to be able to follow up on long outstanding faults.

A reminder that garden refuse must be put in a blue municipal bag or taken to the dump by residents. The municipality won't collect garden refuse in black bags or left on the side of the road. Rubble left by the municipality needs to be reported to the office with details of which department may have left it there. Other problems are illegal building and illegal property use. This can also be reported to the UIP office to provide advice or support.

- iii) Security – Athol Wisselink reported on the camera plan which includes installing 14 camera systems in the next 18 months. Each system has one number plate recognition camera and 2 additional CCTV/motion detection cameras. Through Blue Security this will increase to 18 systems. These will initially be put up at the entry points to the UIP and the location won't be advertised. These will be integrated with private security and SAPS. 3 are in place and ready to go live in the next week.

The initial budget didn't include a full cost element for a dedicated security vehicle due to financial constraints and hopes that the vehicle could be provided through additional private home security sign ups. But this is becoming more affordable with 85% collections taking place. A CFQ had gone out on this issue.

Calvin Thomas, head of the Umbilo Community Policing Forum and part of the Steering Committee, gave feedback on recent events in the area and explained changes to the whatsapp groups, including vetting members' personal information noting their details were safe in terms of POPIA. Security was important for family safety and property values. Communication and relationships is important and partnering with security companies, including those not active in the area.

Members need to understand the processes and procedures that are required in the UIP getting established and that progress can be slower than hoped. All members are invited to bring their ideas and recommendations to the committee.

- iv) Ethekweni – communication with the municipality and regular meeting departmental officials remains important.
- v) Development of Greater Glenwood Area – Angela Shaw explained the 8 projects identified including Pigeon Valley, planting trees, the Glenwood Meander, a artists street market and recycling.
- vi) Policy development – this is required by the municipality. Policies are available on the website and include procurement, conflict of interests, HR and transformation.

The objectives for the next 6 months include building partnerships with the Parks and Road departments, getting permission to use the tram station, maintaining gardens as well as rolling out of security cameras, monitoring and response and contract for a dedicated vehicle.

Finance – Adele Ackerman from Accumin cc presented and explained the income and costs and compared to the budget for the last 6 months. The hope is that there will be an increase in the collection rate from ratepayers. Other income includes donations from members in addition to the monthly rates collections. Interest is being earned on the balance in the bank account.

Major expenses include cleaning and maintenance, i.e. the garden contract from September, security camera rollout, salaries, rent and other office costs. The results currently reflect a surplus, but this will be assigned to a reserve fund required by the municipality. The intention is to maximise what has been budgeted. The UIP only receives the ratepayer's contributions once these have been received and reconciled by the municipality. In time the UIP will receive this uncollected amounts.

5. Proposed business plan for year 2 (1 July '24 to 30 June '25)

The budget was presented, and noted that it is on the website. It shows an increase of 6% in contributions from ratepayers and has the same vision and goals as was presented to members at the initial meeting. The budget has been prepared based on an inflation increase of 6%, 87% collection rate from ratepayers and noting the reserve required has already been set aside. The area of the UIP (the precinct) will remain the same. Consideration maybe given to expanding the precinct in the future, but for now it will stay as is. A schedule was presented showing current contributions and the financial impact to members based on their property values with a 6% increase (included in Business Plan on website).

The new special rate for all property owners contributing to the budget will be based on the special rating randage of R0,11674c/R.

Signage will be increased around the UIP. Community events are planned for the Parks and newsletters will continue to go out.

Governance – 3 directors will remain for a further year (directors are elected for a 2 year term). The resignation of Graham Muller (he is moving out of the UIP area) was recorded. Directors are not remunerated. The eThekwini Municipality recommends five directors. The current directors are as follows:

Athol Wesselink

Nick Alcock

Angela Shaw

There are 9 members on the Steering Committee. Additional volunteers are welcome.

Voting – John White noted the vote would be to adopt the Business plan and the accompanying budget. From the attendance register, 58 homes were present and 1 proxy. The business plan was proposed and seconded by members. No objections were received.

The budget vote was proposed and seconded by members. No objections were received.

6. **Confirmation of Directors** – each director position comes with a portfolio. The two positions that need to be filled are Graham Muller’s position (communication and secretariat portfolio) and the fifth position identified (Security portfolio).

Calvin Thomas was nominated for the director position of security by Athol Wesselink and seconded by Rob Howes. This was accepted by Calvin Thomas.

Cindy May Wang was nominated by Nick Alcock for the director position of Communication and Secretariat. This was seconded by Adele Ackerman and the position was accepted by Cindy May Wang.

No other nominations were received from the floor. The existing directors would remain for another 18 months.

7. **Confirmation of Auditors** – Saunders Haynes and Stewart were proposed as the auditors for the 2024/25 financial year at a cost of R12 000. Baker Tilly were approached but didn’t feel comfortable carrying out the audit of a NPO/UIP. Cindy May Wang seconded the appointment of Saunders Haynes.

8. General

- i) The relationship between Geckoland, Blue Security and the UIP was queried. *Noted it is the intention to integrate these eventually and members need to decide what to pay for.*
- ii) The suggestion was made that recycling bags be put out for the garbage pickers. *Public sessions about this will be shared.*
- iii) Concerns raised re speeding vehicles and pedestrian safety.
- iv) More communication necessary re the rehabilitation of Pigeon Valley.
- v) Garbage bags should only be put out the morning rubbish is collected and not the night before as this leads to waste being spread on pavements.
- vi) Leaders of the feeding schemes need to be spoken to to limit the movement of people moving from scheme to scheme in the area.
- vii) Recycling project. *Suggest speak to CID in Observatory, Cape Town re their successes.*
- viii) People sleeping in Lookout Park. *Bylaws note people can’t sleep in parks. Metro Police and the Parks Dept need to be contacted to take action. Calvin Thomas has made contact with the district manager regarding similar issues and is meeting with him.*
- ix) How can budget be approved if majority of members are not present? *Noted members made aware of the meeting and it is their responsibility to attend. The budget and other items are voted on by members present. This was supported by Ntombi Maema (eThekweni Municipality) who noted that all the documents presented are sent to the municipality before the meeting to be vetted. The municipality has oversight of the UIP and supervises the Board. Regarding the recovery of rates and the UIP’s portion, where members don’t pay, this is eventually recovered when a property is sold, and rates clearance is requested.*
- x) Uber cars have been parking adjacent to Meyrick Bennet Park and causing noise, litter and using the park as a toilet. *This is on the agenda for the Steering Committee to address.*
- xi) Fault reporting *can be reported directly to the municipality or to the UIP offices who can report it on your behalf.*
- xii) Large trucks are getting stuck along roads in Glenwood. To be discussed with Metro Police.

Items not addressed above would be taken up by the Steering Committee and reported back on.

A final vote of thanks was given to everyone present and the meeting closed at 7.20pm.