

Minutes of the Annual General Meeting of the Upper Kenilworth Improvement District held at 18h00 on Thursday, 28 November 2024 at Greenfields Girls Primary School in Gwalia Road, Kenilworth.

Present:

As per Attached List

Proxies in favour of the Chairman had been received from:

Mr Leonard Hamburger, Miss M Harris, Tracey McGahey

1. Welcome

The Chairman welcomed all present to the AGM of UKID

2. Apologies

Jane Chamberlain, Penny Barnard, Sureen, Nico van der Neut

3. Membership:

The list of members was included in the UKID report back, and is available to view on the UKID web site.

Last year's membership including the COCT 135

This year's membership including the COCT 153

We had 23 new Members and 5 members moving out.

A quorum is 10% i.e. 16 members $135 + 23 - 5 + 1$ (COCT) = 154

4. Notice and Quorum

It was recorded that proper notice of the meeting had been given. There were 154 registered and approved members. A quorum is 10% i.e. 16 members present. As there were 30 members present in person or via proxies, there was a quorum and the meeting was duly constituted. The full attendance register is attached to these minutes.

5. Chairperson's Report

5.1 Introduction

- Welcome All
- The AGM that we are attending tonight sees the end of the first financial year of UKID.

- We are reporting to members, property owners and residents on the activities of UKID in respect of the 12 (twelve) months 1 July 2023 to 30 June 2024.
- We are pleased to report that we went a long way to achieving our goal as set out in the approved business plan. Our goal was to make the UKID area a more welcoming area for all who use it by reducing crime and grime in the area.

5.2 Strategic Objective

- The Upper Kenilworth Improvement District NPC (UKID) was established by local property owners in 2023. Our vision is that Kenilworth retains its “village” character, that is safe, clean, “green”, well-maintained, socially responsible, and one that caters and cares for all its inhabitants whether they are property owners or tenants, elderly, homeless, shoppers or office workers.
- This objective was largely met by UKID in the 2023/4 year and the directors and management have put plans in place to achieve the balance of the objectives set out in the business plan in the current 2024/5 year.
- The main thrust in the 2023/4 year was to put in place safety, security and cleaning initiatives with work starting on dealing with urban planning and social upliftment initiatives towards the end of the 2023/4 financial year.

5.3 Performance Outcomes

- The start up year of UKID that is now behind us showed that CID’s can be successful and add value to local communities, the fact that crime dropped, and grime became less prevalent, shows the introduction of UKID on 1 July 2023 has aided society in the UKID defined area.

5.4 Financial Report Back

- The results for the year are set out in the audited financial statements at 30 June 2024 that are included in the documentation available on our website.
- We achieved our financial goals by putting in place a series of control procedures to tightly control expenditure and build up a small financial reserve that will provide a platform for future operations of UKID.

	Results 2023/4 <R’000>
Income – additional rates	3 943
LESS: COSTS INCURRED	
• Safety & Security	2 113
• Employment costs	375
• Social upliftment	35
• Cleansing & Environmental Services	232
• Urban Maintenance	8
• Other expenses	330
Surplus for the year	850

5.5 Performance Outcomes

- The surplus for the year has arisen because UKID was in a start up phase in the 2023/4 year and while 12 months “additional rates” were received from the City, UKID did not operate at full capacity throughout the financial year.
- Some of the Urban Management and environmental upgrades will be spent in 2024/2025.
- The fact that UKID had R682k in the bank at 30 June 2024 was primarily due to the UKID expenses starting a month later than revenue in the financial year.
- UKID is obliged to build up savings equivalent to at least two months of expenses. The surplus is mandatory.

We are assessing the outcome for the year on the pillars that the Business Plan was built on

- (1) Safety & Security
- (2) Cleansing & Environmental services
- (3) Maintenance

5.5.1 Safety & Security

Operationally the main thrust of UKID’s initial year of operation was safety and security.

- We have dedicated vehicles criss-crossing our streets 24 hours a day. We have 2 (two) dedicated Princeton vehicles operating 24/7.
- We share a K9 patrol vehicle with Lower Kenilworth CID on a 7pm to 7am basis.
- The vehicles report to a very efficient control room at Princeton
- Crime levels in our the Claremont Area area are the lowest since 1983 and lower than surrounding areas.
- We work closely with SAPS in both Wynberg and Claremont and Law Enforcement to prevent criminal activity and lawlessness.
- We use technology to identify risks and unlawful activity within the legal structure that the security industry and SAPS operate within.
- There is continual interaction within those living and operating in the UKID area and the authorities identify potential hotspots.
- Safety officers who operate from the Princeton patrol vehicles patrol various areas within the UKID structure when hotspots are identified.
- UKID spans 2 SAPS precincts.
 - Wynberg:
 - 5 sectors
 - 3 sector vans
 - Claremont:
 - 4 sectors
 - 2 sector vans

UKID has a staff complement of 13 Public Safety Officers from our service provider, Princeton Security Services.

- 4 per shift in 2 dedicated vehicles
- 3 shifts per day (8 hour shifts)
- 1 K9 patroller
- Supervisors

5.5.2 Cleansing and Environmental Services

UKID appointed Princeton cleaning services to provide workers 6 days per week. The cleaners are required to clean up messes in all areas of UKID and clean green litter bins provided by the council. This interaction has resulted in

- Decreased litter in the area after input by a reliable and constant presence of Princeton Cleaning team
- Additional daily cleaning team in the area that works on a weekly rotation of all the roads in UKID with a focus on the business area.
- UKID team also now empty green bins when full, so overflowing bins are history.
- Over 250 bags of litter are collected each week, that is over 13 000 bags of litter a year.

5.5.3 Urban Maintenance

Urban Maintenance was improved by:

- Identifying and monitoring the status of public infrastructure
- Making regular contact with the relevant CCT departments to address shortfalls in the infrastructure and gardening maintenance.
- You will note that there has been work done at both Kenilworth and Harfield stations respectively in the current year.
- UKID did not budget for lawn mowing and weed spraying. The city tender for 2024, has been taken to court, so the city has not been mowing or spraying for weeds.

A big thank you to residents and others who have contributed their time and resources to these projects

5.5.4 Social and Economic Development Services

Kenilworth is a thoroughfare between two major commercial hubs Claremont and Wynberg. This has resulted in many vulnerable people struggling with substance abuse, mental illness and homelessness seeking assistance and refuge in and around UKID.

- UKID made the decision to participate in the “Give with Dignity Campaign” with the CCT to decrease/remove hostility and harassment
- It is with this in mind that UKID has partnered with U-Turn to provide vouchers to be handed out to vulnerable individuals instead of money. These vouchers can be redeemed at the U-Turn service Centre for the following services:
 - ❖ A meal
 - ❖ A hot shower

- ❖ An item of clothing
- ❖ A warm bed for the night
- ❖ An intervention which may lead to the homeless person moving away from addiction.

5.6 Acknowledgments

Recognition must be given to the following groups for their support and assistance through the year:

- My fellow directors
- The two directors who resigned for personal reasons during the year.
- The Executive Manager (Naiema Isaacs) and our Operations Manager (Jarrod Levendal).
- City of Cape Town CID management team.
- Our two Ward Councillors, Cllr Mikhail Manuel and Cllr Katherine Christie (she has since been replaced by Dr Richard Hill).
- The local residents who gave of their time to assist UKID management when support was needed.
- The many local residents who help report crime and grime.

6. Councillor Mikhail Manuel and Councillor Richard Hill address

6.1 Councillor Mikhail Manuel

Cllr Manuel reported back on the work he has been doing with SAPS, Law Enforcement and Legal advice regarding the ongoing issue of Sex Workers in the Area. He made himself available for questions at the end of the AGM

6.2 Councillor Richard Hill

Cllr Hill introduced himself after replacing Cllr Christie in Ward 58. He made himself available for questions at the end of the AGM

7. Feedback on Operations 2023/2024

7.1 Safety and Security

- Rob Kaye introduced himself as the Safety and Security Director. He welcomed Captain Wentink from Wynberg SAPS station, Colonel Louw from Claremont SAPS and Adrian Theron from Princeton.
- Rob briefed the residents that the security portfolio is more than just security - it also deals with medical emergencies and accidents scenes. The Patrollers deal with weapons like knives and guns.

- Rob displayed a bag of weapons that were confiscated by the Patrol Officers and asked residents to dispose of broken sharp instruments responsibly. UKID will look at setting up a sharps bin in the business area.
- [Adrian Theron](#) from Princeton gave a brief description of his role as Operations Manager - main objective is keeping residents and their families safe.
- Levan Jacobs from Princeton gave a brief description of his role as Sales Manager and his role in the growth of the company that will benefit the residents.
- Rob acknowledged and thanked Ganzho from Princeton for his role as supervisor of the Safety Officers.

7.2 The remainder of Feedback of Operations was covered completely in the Chairperson's Report

8. Approval of the Annual Report for 2023/2024

The Annual Report, which had been previously circulated to the UKID community via the UKID website, was unanimously approved.

9. Noting of the Audited Financial Statements 2023/2024

The chairman confirmed that the Audited Financial Statements for 2023/2024 had been audited and approved by both the COCT and the Directors of UKID.
This was noted by the members.

10. Budget

The Budget for 2025/26 which was previously circulated to the UKID community via the UKID website and which had been reviewed by the City's CID Branch was approved by the members..

11. Approval of the Implementation Plan

The Implementation Plan for 2025/26 which was previously circulated to the UKID community via the UKID website and which had been reviewed by the City's CID Branch was approved.

12. Appointment of the Registered Auditor

Sentio Audit Incorporated was appointed as Independent Auditor during 2023/24. The members unanimously agreed to retain the services of the Auditors.

13. Confirmation of Company Secretary

Jacobus Roux from Cypress Consulting was appointed as Company Secretary during 2023/24. The members unanimously confirmed the Company Secretary.

14. Election of Board Members

Mr Robert Kaye and Mr Andrew Cartwright stood down in terms of Clause 12.1.7 of the MOI, as required by item 5(1)(B) of schedule 1 of the ACT and have made themselves available for re-election. There were no new nominees. Mr Kaye and Cartwright were re-elected. The Board remains as currently constituted. This has been approved by the meeting.

15. General

Jean-Ray Knighton Fitt and Brandon Manzoni from U-Turn addressed the meeting.

Brandon - gave a testimony of how his life was changed for the better through the U-Turn Program
Jean-Ray Knighton Fitt discussed how U-Turn operations functions and how handing out U-turn Vouchers to street dwellers is far better than handing out money.

16. Questions & Answers

Q: Is the increase in the UKID contribution coupled to the increase of your rates & taxes?

A: Your contribution to UKID was increased by 6%

Q: Is there a capped amount of revenue UKID can collect, does that mean 100 % of the re-allocated to the UKID/budget?

A: UKID only receives 97% of the rates collected by the city. The COCT retains 3% as a Bad Debt provision in a separate account allocated to UKID. The bad debt provision may be released in time.

Q: If the property values go up so that the rates paid to UKID increase as your property appreciates in value which in Cape Town is higher than 6.5%, so if the budget is capped at 6.5 %, does that mean that the owners contribution towards UKID will increase to beyond what the budget is?

A: The COCT pays the CID monthly 1/12 of their annual budget, of which 3% is held back for Bad Debt Provision. At the end of the financial year, a retention refund is paid back to the CID that can be used for special projects. The retention fund is only paid to the CID once the CID has built up savings equivalent to two months income.

Q: Does the CID contribution remain the same regardless of a property value increase>

A: The COCT had GV2022 published in 2023, The property values will remain the same unless you objected or if you make improvements to your property and the city re-valued your property, but overall the rates roll will remain the same, until the next GV. The next GV will be published and

then the rates in the rand will be worked back according to the UKID budget. The city publishes a new rates roll every 3 years, so the next GV will be GV2025, published in 2026 effective in July 2026. At that point the new rates for your property will be calculated as well as the CID levy.

Q: Is the CID levy still going to be a proportion of your rates and valuation?

A: Yes it is

Q: Why is UKID using 6% for cost increase, when inflation is currently running at about 4%

A: We have to look at security for instance Which makes up a big component of the budget, where the costs of Security will go up more than inflation so UKID will have to have to consider that when working on the new budget for 2026/27.

Q: The % of the budget allocated to security over 50%, what does that entail?

A: That expense covers the costs of the 24 hour patrollers, CCTV monitoring and roll out of cameras.

Q: The LE officer was removed as a line item in the budget and the budget for that is now included the general safety and security?

A: When doing the initial budget, the CID did not realise the costs of LE Officer dedicated to UKID. UKID is looking at perhaps sharing a LE Officer with surrounding CIDs in the next Financial Year. It was also explained that the cost for a LE Officer per year is R 265K?

Q: The budget working on the Proposed Budget shows an increase of 8%?

A: The CID sets a budget for itself. That budget they need to increase the costs to some extent, the question is how much of an increase will the members be getting. That increase is 6.2% from last to 8% to the next year, etc. The increase is only based on what the CID needs to be able to cover its cost. What is in front of the members today, is to vote on the 8% increase on the CIDs budget. The city does not keep any money to themselves, but pays the CID all the additional rates collected less 3% bad debt provision. The members on the night have the power to decide if you are happy with the 8% increase. This is done through financial modeling by the COCT. The board also noted that there is a timing component to this, in that the budget for 2025/2026 includes additional cameras to be rolled out, which contributed to the increase being 8%, which is different to the following year, when the increase is budgeted to be less.

Q: Asked to explain the 2 month reserve that the COCT requires the CID to have their bank account?

A: The city requires the CID to have 2 month operating cash reserves which equates to R802K for the year. UKID built up a reserve of R591K in the first year, so it might take another year to reach the required 2 month operating reserves of R802K. It is important that the CID should reach their reserve target as soon as it can.

Q: How much of UKID's bad debts reserve is actual bad debts and why is it not being paid back to UKID if it's not required?

A: The 3% bad debt provision is held by the COCT in the name of the CID. The COCT will refund 75% of the bad debt reserve only after the CID has build up the 2 month cash reserve and the actual bad debts are less than the provision. UKID does not have many delinquent payers.

Q: Do the residents have to subsidise non rate or delinquent rate payers?

A: There are residents who live in the area who dont pay rates and there are minimal residents who are delinquent payers. The COCT will still collect the arrears from the ratepayers via their debt collectors department.

Q: Is it possible to increase the 6% annual increase so that the CID can fund its own LE officer? How much does the CID need to be able to fund a LE officer?

A: LE Officer costs R265K per year. The Board cannot change the overall 5 year budget, it can only make adjustments half way through the financial year by adjusting line items, but the total income and expenses will remain the same.

Q: How much will the levy increase per household?

A: Everyone pays a different amount as per their value of their property, which means their levy increase will be different. However, the percentage increase is the same.

Q: The Implementation Plan refers to a Recycle Program. Why can the COCT not pay for a recycling program in the CID?

A: The COCT is waiting for a process plant to be built in the Southern Suburbs. Cllr Manuel is in communication with the COCT various departments to initiate Recycling programs in the area. The budget for Urban Maintenance is to spend the money where you can try to achieve an objectives of its recycling, then the objective is to work with the city. UKID investigated recycling, it is not possible in the UKID area, as there is no land where the recycling can be processed. Residents are encouraged to recycle.

Q: Can the residents see the actual crime reports and not just the alerts from Princeton?

A: UKID is working with SAPS in Claremont & Wynberg to try and get more information out to residents. At the moment it is restricted to CPF meetings/members. SAPS - there has been a huge reduction of crime in the area. Crime Stats are shared at monthly meetings within CPF. SAPS is looking at ways to get the information out to residents. UKID is a very active community resulting in active response reducing actual crime. Residents are encouraged to report all crime at SAPS. More residents should consider joining the CPF at both stations.

Q: Why do you not as a police force act on for want of a better word broken windows rather than enforce the crime than the actual sex act to let's say discourage that act from happening in our area? (referring to sexworkers, public drinking, public urination)

A: The short answer is capacity. The city does not have enough LE officers to do that.

Q: What the board give clarity on the mandate of what can be expected from Princeton and Law Enforcement?

A: It's important to note that public drinking, public urinating, etc are all By-Law offences not Schedule one offences, so when they get the alerts and if required, Princeton will contact LE and get reference numbers. As much as possible, the Safety Officers will remain at the site unless called away on another call. The Safety Officers can make the offenders uncomfortable, but cannot arrest anyone, so the mandate of Princeton is more limited than LE Officers.

17. Approval of minutes Member meeting held on 4 December 2023

The minutes of the Members Meeting held on 4 December 2023 for 2025/26 which was previously circulated to the UKID community via the UKID website and which had been reviewed by the City's CID Branch was approved.

18. Adjournment:

The Chairman thanked everyone for their efforts and then closed the meeting. All other agenda items were either noted or approved as required

The meeting closed at 20h10