

ENDUMENI MUNICIPALITY

MINUTES of an **ORDINARY MONTHLY** meeting of the **EXECUTIVE** Committee held in the Council Chamber, Civic Centre, 64 Victoria Street, DUNDEE on **TUESDAY, 23 MARCH 2010** at **15h00**

PRESENT

Executive Committee:

Cllr Ms W N Mbatha (Chairperson – Mayor)
Cllr A M Raubenheimer (Deputy Mayor)
Cllr Ms R T Nukani

Councillors:

Cllr E M Adam
Cllr P M Bisram
Cllr P G Mabilisa
Cllr T B Mkhize
Cllr S E Ndimma
Cllr Ms D P Nkosi
Cllr D Singh
Cllr Ms J A Tshabalala

In Attendance:

Mr D B Cebekhulu	Municipal Manager
Mr J B Maltman	Manager Technical Services
Mr I Grisdale	Chief Financial Officer
Mr A J van Wyk	Head: Administration
Mr C J Retief	Head: Legal & Estates
Ms B A Mbatha	Assistant Head: Admin - Dundee



1. **Opening**

Cllr Ms R T Nukani opened the meeting with prayer.



2. **Applications for Leave of Absence**

RESOLVED

THAT the apology received from Cllr A M Mthembu, be noted.



3. **Official Announcements by Speaker/Chairperson/Municipal Manager**



4. **Minutes of the Previous Meeting**

RESOLVED

THAT the minutes of the following meeting of Exco be approved:

Ordinary Monthly Meeting: 22 February 2010



5. **Questions of Which Notice Has Been Given**

Nil



6. **Reports of the Executive Committee**

Nil



7. **Petitions**

Nil



8. **Motions**

Nil



9. **Presentations**



Part A

MATTERS FOR INFORMATION ONLY

A 01/23/03/10 COUNCILLORS ATTENDANCE OF COUNCIL AND EXCO MEETINGS (C7/1)

RESOLVED

THAT the report regarding the Councillors attendance of Council and Exco meetings be noted.



A 02/23/03/10 Monthly Reports

A 02/23/03/10-1 MONTHLY REPORT: TRAFFIC (T4/6)

RESOLVED

THAT the monthly report in respect of Traffic for the month February 2010 be noted.



A 02/23/03/10-2 MONTHLY REPORT: TESTING STATION (T4/1)

RESOLVED

THAT the monthly report in respect of the Testing Station for the month of February 2010 be noted.



A 02/23/03/10-3 MONTHLY REPORT: RURAL METRO (F2/6)

RESOLVED

THAT the monthly report, received from Rural Metro, in respect of Fire and Disaster Management for the month of February 2010, be noted.



A 02/23/03/10-4 MONTHLY REPORT: TALANA MUSEUM (M4/4)

RESOLVED

THAT the monthly report in respect of Talana Museum for the month of February 2010 be noted.



A 02/23/03/10-5 MONTHLY REPORT: DUNDEE PUBLIC LIBRARY (L4/2/1)

RESOLVED

THAT the monthly report in respect of the Dundee Public Library for the month of February 2010 be noted.



A 02/23/03/10-6 MONTHLY REPORT: SIBONGILE LIBRARY (L4/4)

RESOLVED

THAT the monthly report in respect of the Sibongile Library for the month of February 2010 be noted.



A 02/23/03/10-7 MONTHLY REPORT: GLENCOE PUBLIC LIBRARY (17/4/6)

RESOLVED

THAT the monthly report in respect of the Glencoe Public Library for the month of February 2010 be noted.



A 02/23/03/10-8 MONTHLY REPORT: WASBANK PUBLIC LIBRARY (L4/3/1)

RESOLVED

THAT the monthly report in respect of the Wasbank Public Library for the month of February 2010 be noted.



A 02/23/03/10-9 MONTHLY REPORT: MANAGER CORPORATE SERVICES – CLINIC (P4/5)

RESOLVED

THAT the monthly report in respect of the Manager Corporate Services – Clinic Services for the month of February 2010 be noted.



A 02/23/03/10-10 MONTHLY REPORT: MANAGER TECHNICAL SERVICES (R3/8)

RESOLVED

THAT the monthly reports in respect of the Manager Technical Services for the months of January 2010 and February 2010 be noted.



A 02/15/06/10-11 MONTHLY REPORT: MANAGER CORPORATE SERVICES – GLENCOE TOWN HALL & ACTIVITY ROOM (9/1/2/1)

RESOLVED

THAT the monthly report from the Manager Corporate Services in respect of the Glencoe Town Hall and Activity Room, for the month of February 2010, be noted.



A 03/23/03/10 STAFF OVERTIME (S7/7/1)

RESOLVED

THAT the overtime for the month of February 2010 as approved by the respective Heads of Departments under delegated powers, be noted.



A 04/23/03/10 USE OF MUNICIPAL FUNDS TO PURCHASE 2010 FIFA WORLD CUP TICKETS AND T-SHIRTS (F1/1)

RESOLVED

THAT the email as received from the Chief Director, National Treasury relative to the purchase of tickets and t-shirts for the 2010 Fifa World Cup, be noted.



A 05/23/03/10 NEWCASTLE MUNICIPALITY: RECYCLING PET PLASTIC BOTTLES (S2/1)

RESOLVED

THAT the letter received from the Director Economic Development of Newcastle Municipality, be noted.



A 06/23/03/10 DEBT COLLECTION TENDER NO. 55/2006 (A1/3)

RESOLVED

THAT the response of the National Treasury regarding an objection to the awarding of Tender No. 55/2008, be noted.



Part B
MATTERS RESOLVED
BY COMMITTEE
UNDER DELEGATED POWERS

B 01/23/03/10 **ACCOUNTS PAID** **(F1/4)**

RESOLVED

CFO **THAT** the bank reconciliation for the month of February 2010 together with the schedule of accounts paid for the month of February 2010, as well as the reports submitted in terms of Government Gazette No. 18435 be approved and confirmed.



B 02/23/03/10 **INSTALLATION OF SPEED HUMPS (PEACEVALE)** **(T4/2)**

RESOLVED

THAT

CFO
MTS

1. Speeds humps at Mynah Crescent and Hajee Jamal Street in Peacevale to solve the problem of high speeding and reckless driving as to protect residents be constructed in the 2010/11 financial year;
2. An amount of R40 000.00 from the Roads Maintenance vote 2010/11 be transferred to the traffic section to construct speed humps.



B 03/23/03/10 **APPLICATION TO CLOSE SECTION OF BEACONSFIELD STREET ON 11 JUNE 2010: NORTHERN KZN COURIER** **(R3/7)**

RESOLVED

HSS **THAT** the application received from the Northern KZN Courier to close Beaconsfield Street from the traffic circle to 28 Beaconsfield Street on 11 June 2010 from 12h00 to 14h00 to hold a 2010 World Cup Football promotion and prize giving ceremony, be approved.



B 04/23/03/10 **TERMINATION OF THE VEHICLE TESTING FUNCTION AT THE ENDUMENI MUNICIPALITY TESTING STATION** (T4/1)

RESOLVED

HA **THAT** the possible termination of the vehicle testing function be referred to the Portfolio Committee of Corporate Services for consideration.



B 05/23/03/10 **SPORT & RECREATION SUB-COMMITTEE MEETING** (S6/1)

RESOLVED

THAT the following recommendations as contained in the minutes of the Sport & Recreation Sub-Committee meeting held on 8 March 2010, be adopted as resolutions of the Executive Committee:

B 05/23/03/10-1 **REQUEST FOR ADDITIONAL FUNDS TO COMPLETE SPORT & RECREATION PROGRAMS FOR THE 3RD AND LAST QUARTER OF 2009/10**

RESOLVED

THAT

**AMSD
CFO**

1. An amount of R50 000.00 to be transferred from LED Youth Initiative (Vote 167/260555) to fund the three events which are scheduled to take place before the Council Meeting on 23 March 2010;
2. Council condones the decision taken by the Sport Sub-Committee for these events to go ahead as planned;
3. The balance of funding required to complete the 2009/10 Sport program be discussed and decided upon at the abovementioned meeting;
4. Mr Ndlela provides a break down for each of the events for consideration by the Executive Committee.



B 05/23/03/10-2 ACCOMMODATION: KWANALOGA
GAMES – RICHARDS BAY

RESOLVED

CFO

THAT the Office of the Assistant Manager Social Development be authorised to check the accommodation at Richards Bay where the next Kwanaloga Games are to be held.



B 05/23/03/10-3 PROJECT: UPGRADING OF ENDUMENI
SPORT & RECREATION GROUNDS

RESOLVED

AMSD

THAT the report regarding the upgrading of Endumeni Sport & Recreation grounds, be noted.



B 06/23/03/10 ILGM WOMENS CONFERENCE AND BUSINESS EXHIBITION
2010 (C4/2)

RESOLVED

THAT

CFO

1. Her Worship the Mayor, Cllr W N Mbatha and the Assistant Head Administration Ms B A Mbatha attend the ILGM Womens' Conference and Business Exhibition 2010 at Umhlathuze Local Municipality from 25 –26 March 2010;
2. The registration fee of R2 800-00 which was paid in advance to secure registration of Council's delegates, be condoned;
3. The subsistence and traveling costs for attending the Conference be paid by Council.



B 07/23/03/10 APPLICATION PERTAINING ADDITIONAL PARKING:
SANDYS BAR: GLENCOE (T4/1)

RESOLVED

MTS

THAT the application received from Mr S Singh to upgrade the parking at Sandy's Bar, be declined.



B 08/23/03/10 **MINUTES OF A MEETING THAT TOOK PLACE ON 10 MARCH 2010 AT THE GLENCOE LIBRARY** **(P3/17)**

RESOLVED

MTS **THAT** the minutes of the 3rd IDP Representatives Forum Meeting which was held on the 10 March 2010 at the Activities Room, Glencoe Library be noted.



B 09/23/03/10 **MINUTES OF A HEALTH SUB COMMITTEE MEETING THAT TOOK PLACE ON 12 FEBRUARY 2010** **(S2/1)**

RESOLVED

MTS **THAT** the Minutes of the Health Sub-Committee held on 12 February 2010, be noted.



B 10/23/03/10 **TARRING OF ROAD FROM SCHOOL TO SPORTS FIELD** **(L1/7; R3/1)**

RESOLVED

MTS **THAT** the possibility of tarring the road from the Sarel Cilliers High School be costed in detail and considered during the 2010/2011 budget.



B 11/23/03/10 **PROPONENT: MIRANDA MINERALS – GLENCOE COAL SIDING** **(P3/17/1)**

RESOLVED

MTS **THAT** Miranda Minerals be invited to address the Council on the transportation route they intend to use.



B 12/23/03/10 **UMZINYATHI COMMUNITY EDUCATION CENTRE** **(A2/2)**

RESOLVED

MTS **THAT** the application received from Umzinyathi Community Education Centre to erect four notice boards leading to the Centre be dealt with in terms of the Council's Signage By-Laws.



B 13/23/03/10

ORGANISATIONAL MANAGEMENT SYSTEM: COMPILATION OF SERVICE STANDARDS (P3/16)

RESOLVED

MTS

THAT this item be withdrawn from the Agenda.



B 14/23/03/10

SPORT & RECREATION SUB-COMMITTEE MEETING (S6/1)

RESOLVED

THAT the following recommendations as contained in the minutes of the Sport & Recreation Sub-Committee meeting held on 17 March 2010, be adopted as resolutions of the Executive Committee:

B 14/23/03/10-1 SAB GAMES

RESOLVED

AMSD

THAT the information provided regarding the SAB Games, be noted.



B 14/23/03/10-2 MAYORAL CUP

RESOLVED

CFO

THAT estimates presented for the expenditure of the Mayoral Cup Games, which will take place at Impumelelo Stadium on the 22nd March 2010, and at Umvoti Municipality on the 27 of March 2010, be approved.



B 14/23/03/10-3 APPLICATION TO USE BE FIELD AT IMPUMELELO STADIUM

RESOLVED

AMSD

THAT Mr Ngobese be granted permission to use the field for the purpose specified in his letter of application, subject to the concerns from occupants next to the field being considered by the Council.



B 14/23/03/10-4 **RURAL HORSE RIDING**

RESOLVED

**AMSD
CFO**

THAT an estimated amount of R5 000-00 to be spend by providing catering for 100 participants during the Local Rural Horse Riding selection games, which will be held at Endumeni Sports and Recreation Grounds on the 28 March 2010, be approved.

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B 14/23/03/10-5 **PERMISSION TO USE ROOM AT
PEACEVALE SWIMMING POOL**

RESOLVED

AMSD

THAT

1. Permission be granted to Endumeni Sai Centre to use the ex-garage room at Peacevale Swimming Pool, for the duration of one year;
2. Should they require to continue using the facility after a year, an application for the same must be submitted to Council for consideration.

⊕ ⊕ ⊕ ⊕ ⊕

B 14/23/03/10/6 **SPAR LADIES MARATHON**

RESOLVED

AMSD

THAT

1. Estimates for expenditure of Spar Ladies Marathon, which will be held in May 2010, run between Glencoe and Dundee, be approved;
2. Should there be any savings, in this event in terms of catering, it must be effected as to cut cost.

⊕ ⊕ ⊕ ⊕ ⊕

B 14/23/03/10-7 PUBLIC VIEWING AREAS

RESOLVED

AMSD

THAT the allocation of public viewing areas for the 2010 World Cup be workshopped by the Council on Friday, 26 March 2010 at 14h00.



B 15/23/03/10

HEALTH SUB-COMMITTEE MEETING

(S2/1)

RESOLVED

THAT

MTS

1. External contractors be engaged for a limited period to assist Council with the backlog of refuse removal in the entire Endumeni area to a maximum of R250 000.00 and that this amount be made available with immediate effect;
2. The consultant fee of R200 000.00 earmarked for the turn-around strategy – COGTA be added to the amount in item 1 above;
3. From the 2010/2011 budget R400 000.00 be made available for 2 x Refuse bags per week for the entire Endumeni area;
4. As a matter of urgency 2 x Refuse bags per week for two weeks be issued to Sibongile residents as an experiment to see if there is a reduction in refuse dumping;
5. Umzinyathi District Municipality Environmental Health section produce a Refuse Disposal Education Programme for the township, Forestdale, Wasbank and Craigside and implement such as to reduce refuse disposal volumes.



Part C
MATTERS REFERRED
TO COUNCIL FOR
CONSIDERATION

C 01/23/03/10 **APPLICATION FOR LAND IN INDUSTRIAL AREA: IMPELA TRADING CC** (L1/7)

The Committee was advised that Impela Trading CC requested to address the Council at its meeting to be held on 12 April 2010

RESOLVED TO RECOMMEND

AHL&E **THAT** it be noted that Impela Trading CC will address the Council at its meeting to be held on 12 April 2010.



C 02/23/03/10 **APPLICATION TO PURCHASE VACANT LAND: SAREL CILLIERS HIGH SCHOOL: ERF 1637/REM, GLENCOE** (L1/7)

RESOLVED TO RECOMMEND

MTS **THAT** a Sub-Committee consisting of the Mayor, Cllr Ms W N Mbatha, Cllr Ms D P Nkosi, the Ward Councillor and the Manager Technical Services discuss the possible sale/lease of Erf 1637/Rem, Glencoe with the representatives of Sarel Cilliers High School.



APPLICATION FOR REZONING: ERF 682, DUNDEE: FROM “SPECIAL RESIDENTIAL II” TO “GENERAL COMMERCIAL I”

[T3/1/3/58]

RESOLVED TO RECOMMEND

THAT

AHL&E

1. The application for the amendment of the Dundee Town Planning Scheme in Preparation by the rezoning of Erf 682, Dundee from “Special Residential II” to “General Commercial I” in terms of Section 47 *bis* B of the Town Planning Ordinance No. 27 of 1949, as received from Messrs H S K Simpson & Partners on behalf of the owner thereof, being a Mr M I Pandor, be approved in principle;
2. The proposed amendment to the Dundee Town Planning Scheme in Preparation be made known by giving public notice thereof in terms of Section 47 *bis* A of the Town Planning Ordinance No 27 of 1949, as amended;
3. Should no objections against the proposed amendment be received, an application be lodged with the Development and Planning Commission for approval of the proposed amendment;
4. All costs involved in the processing and finalization of the application be borne by the applicant.



MINUTES OF COUNCIL WORKSHOP: 1 MARCH 2010 (F1/1)

RESOLVED TO RECOMMEND

THAT the following recommendations as contained in the minutes of a Council Workshop 1 March 2010, be adopted as resolutions of the Council:

C 04/23/03/10-1 **ADJUSTMENT BUDGET 2009/2010**

RESOLVED

THAT

CFO

1. The Minutes of the Council Workshop dated 1 March 2010, be noted;
2. It be noted that this item was dealt with under Item C 07/23/03/10 of the Agenda.



C 04/23/03/10-2 **INFORMATION OF PORTFOLIO
COMMITTEE LINKED TO ALL
MUNICIPAL DEPARTMENTS**

RESOLVED

HA

THAT this item be referred to a Special Council meeting to be held on Monday, 8 March 2010.



C 05/23/03/10 **MINUTES OF A MEETING OF COUNCILLORS HELD WITH
PRICEWATERHOUSECOOPERS** **(F1/1)**

RESOLVED TO RECOMMEND

THAT the following recommendation as contained in the minutes of a Meeting held with PriceWaterhouseCoopers on 24 February 2010 be adopted as a resolution of the Council:

C 05/23/03/10-1 **FINANCIAL STATEMENTS 2008/2009**

RESOLVED

THAT

1. The report from PriceWaterhouseCoopers regarding the completion of the Council's 2008/2009 financial statements be noted;
2. The Chief Financial Officer report to the Council regarding the submission of the financial statements to the Auditor-General.



C 06/23/03/10 **SECURITY POLICY** **(M3/2)**

RESOLVED TO RECOMMEND

HLE

THAT the Security Policy for the Endumeni Municipality be adopted by the Council.



RESOLVED TO RECOMMEND**THAT****CFO**

1. Council note the adjustments contained in Annexure B of the report;
2. Council approve the adjustments budget as summarised in Annexure A to the report;
3. It be noted that the adjustments budget has no material effect on the Service Delivery and Budget Implementation Plan;
4. It be noted that no amendments to budget-related policies is necessitated by the adjustments budget;
5. The Municipal Manager be authorised to sign the Quality Certificate as indicated in regulation 21 of Schedule B to the budget and reporting regulations;
6. The Council's concern be conveyed to the National Treasury that the Council can not adjust its electricity tariff from April 2010 to absorb the electricity increase of 24.8%, which will cause a cash-flow problem for the Council;
7. The budget be adjusted to accommodate an event to be staged by the Council for the 2010 World Cup and an event to be held on 16 June 2010.

**FORMATION OF PORTFOLIO COMMITTEES LINKED TO ALL MUNICIPAL DEPARTMENTS**

(C7/10)

RESOLVED TO RECOMMEND**THAT**

MM
MCS
MTS
CFO

1. The following Portfolio Committees be established:
 - 1.1 Municipal Manager
Cllr A M Raubenheimer
Cllr A M Mthembu
Cllr Ms J A Tshabalala
 - 1.2 Corporate Services
Cllr Ms R T Nukani
Cllr P G Mabilisa
Cllr E M Adam
 - 1.3 Finance
The Mayor, Cllr Ms W N Mbatha
Cllr P M Bisram
Member to be elected by the Democratic Party
 - 1.4 Technical Services
The Mayor, Cllr Ms W N Mbatha
Cllr S E Ndima
Cllr Ms D P Nkosi
2. Cllr T B Mkhize be co-opted on all of the Portfolio Committees.



C 09/23/03/10

5 PENGUIN PLACE, LOT 3690, EXT 24, DUNDEE (L1/5/19/2)

RESOLVED TO RECOMMEND

THAT

CFO

1. The legal opinion of Messrs Acutt & Worthington be noted;
2. Mrs D Robson has defaulted and defrauded Council by means of non-payment of the account and the repeated tampering of the electricity meter;
3. The property is in an advance state of neglect with an illegal structure erected thereon by Mrs Robson;
4. Proper steps needs to be taken to have the illegal structure demolished;
5. It be noted that Mr Parker James has made a concerted effort to make payments;
6. Mr Parker James is also the occupant of the said property and has made an attempt to make regular payments;
7. Mr Parker James has undertaken to pay off all the outstanding debt to Council, Council accedes to transfer the property to Mr Parker James in terms of the Enhanced Extended Discount Benefit Scheme which is currently done by Mpati Investments.



C 10/23/03/10

INTEGRATED DEVELOPMENT PLAN DRAFT REVIEW
2010/2011 {P3/17; T3/1(a)}

RESOLVED TO RECOMMEND

THAT

MTS

1. The Endumeni Municipality note in terms of Section 5 of the Municipal Systems Act 2000 the Draft review of the Endumeni Integrated Development Plan for the fiscal year 2010/2011 and following plans that form part of the IDP or alternatively sector Plans
 - 1.1 Executive Summary & IDP Report
 - 1.2 Objective & Strategies
 - 1.3 IDP Project Table
 - 1.4 Service Delivery & Budget Implementation Plan
 - 1.5 Draft Turnaround Strategy
 - 1.6 Strategies to Implement Endumeni Turnaround Strategy
 - 1.7 Roles and Responsibilities of Key Role-players as defined in the Implementation of a Turnaround Strategy
 - 1.8 Financial Plan
 - 1.9 Capital Investment Plan
 - 1.10 Performance Management System
 - 1.11 Spatial Development Framework Sector Plan
 - 1.12 Maps

- 1.13 Institutional Plan
- 1.14 Organograms
- 1.15 Work Skills Plan
- 1.16 Human Resource Strategy
- 1.17 Employment Equity
- 1.18 Gender & Poverty Reduction Plan
- 1.19 Transport Sector Plan
- 1.20 Housing Plan
- 1.21 Local Economic Development Plan
- 1.22 Agricultural Resources Plan
- 1.23 Integrated Waste Management Sector Plan
- 1.24 Safety Sector Plan
- 1.25 Disaster Management Plan
- 1.26 Communication Plan
- 1.27 Endumeni Succession Plan
- 1.28 Endumeni Placement Plan
- 1.29 Recruitment Selection & Placement Policy
- 1.30 Employment Policy for Temporary Workers
- 1.31 Procedure for the appointment of Temporary Workers
- 1.32 Staff Training Policy
- 1.33 Proposed Policy: HIV/AIDS in the workplace
- 1.34 Phone & Cellphone Policy
- 1.35 Policy on the Establishment & Functioning of Ward Committees
- 1.36 IT Policy
- 1.37 Tariff Policy – Credit Control & Debt Collection By-Laws
- 1.38 Procurement of Goods Policy
- 1.39 Indigent Policy
- 1.40 Subsistence & Travelling Policy
- 1.41 Municipal Policies: Housing Loan Subsidies & Funeral Costs
- 1.42 Delegation of Powers to Office Bearers and the Executive Committee
- 1.43 Policy of the payment of Furniture Removal Costs
- 1.44 Incentives & Concessions: Marketing of Endumeni
- 1.45 Payment of Consumer Deposits
- 1.46 Procurement Policy: BBEEE
- 1.47 Remuneration Policy for Section 57 of Municipal Systems Act Application Performance Management
- 1.48 Approval of Master Plan for Portions of Erf 10 000, Sibongile, being the underutilized land at the entrance of Sibongile, and for the approval of Telephone Container and Site Allocation Policies
- 1.49 Amendment of Office Hours
- 1.50 Use of Official Telephone: Mayor & Speaker
- 1.51 Municipal Financial Act: Study Loan Scheme
- 1.52 Early Retirement Policy.

- 2. Authority be granted to the Municipal Manager to submit seven (7) copies of the Draft IDP Review as detailed in one (1) above to the Directorate Spatial Planning, Department of Co-Operative Governance and Traditional Affairs for assessment.
- 3. Authority be granted to the Municipal Manager to submit one (1) copy of the Draft IDP Review as detailed in one (1) above to the General Manager: Municipal Governance and Administration, Department of Co-Operative Governance and Traditional Affairs for assessment.



C 11/23/03/10

SATURDAY FREE ENTRY DAY FOR RESIDENTS

(T4/2)

RESOLVED TO RECOMMEND

HA

THAT provision be made in the Tariff of Charges when amending same for the 2010/11 financial year for item 17 to be amended to authorize the Municipal Manager at his sole discretion to waive the applicable tariff for the entrance fee to the Talana Museum on receipt of a written request thereto.



C12/23/03/10

**ENDUMENI MUNICIPALITY: LOCAL GOVERNMENT
TURNAROUND STRATEGY** [L3/1(a)]

The attached item was tabled at the meeting

RESOLVED TO RECOMMEND

MM

THAT this item be referred to a Council Workshop to be held on Monday, 29 March 2010 at 10h00.



There being no further matters for consideration, the Chairperson declared the meeting closed at 17h45

Mayor – Chairperson:

Date: