



**MUNISIPALITEIT THEEWATERSKLOOF MUNICIPALITY**

**[29 MEI / MAY 2017]**

**SPEZIALE RAADSVERGADERING /**  
**SPECIAL COUNCIL MEETING**

**NOTULE / MINUTES**

**29 MEI / MAY 2017**

**MUNISIPALITEIT THEEWATERSKLOOF MUNICIPALITY**

**SPESIALE RAADSVERGADERING /**

**SPECIAL COUNCIL MEETING**

**NOTULE / MINUTES**

**[29 MEI / MAY 2017]**

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# **THEEWATERSKLOOF MUNISIPALITEIT/ MUNICIPALITY**

**NOTULE VAN 'N SPESIALE RAADSVERGADERING GEHOU OP 29 MEI 2017 OM 11:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, CALEDON.**

**MINUTES OF A SPECIAL COUNCIL MEETING HELD ON 29 MAY 2017 AT 11:00 IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, CALEDON.**

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## **A. OPENING EN VERWELKOMING**

Die Voorsitter, Speaker Raadsheer DF du Toit, verwelkom almal teenwoordig.

Pastoor Visser open die vergadering met gebed.

## **OPENING AND WELCOME**

The Chairperson, Speaker Alderman DF du Toit, welcomed all present.

Pastor Visser opened the meeting with prayer.

## **B. VERKIESING VAN WNDE SPEAKER (INDIEN NODIG)/ ELECTION OF ACTING SPEAKER (IF NECESSARY)**

## **C. BYWONINGSREGISTER/ATTENDANCE REGISTER**

### **C.1 Teenwoordig/Present Raadslede/Councillors**

Raadsheer/Alderman DF du Toit  
Raadslid/Councillor CJM Vosloo  
Raadslid/Councillor DA Appel  
Raadslid/Councillor JI Arendse  
Raadslid/Councillor R Brinkhuys  
Raadslid/Councillor S Fredericks  
Raadslid/Councillor D Jooste  
Raadslid/Councillor M Koegelenberg  
Raadslid/Councillor CM Lamprecht  
Raadslid/Councillor M Le Roux  
Raadslid/Councillor AN Mentile  
Raadslid/Councillor T Ndlebe  
Raadsheer/Alderman C November  
Raadslid/Councillor KIJ Papier  
Raadslid/Councillor N Pieterse  
Raadslid/Councillor M Plato-Mentoor  
Raadslid/Councillor SJ Potberg  
Raadslid/Councillor IM Sileku  
Raadslid/Councillor UT Sipunzi  
Raadsheer/Alderman PU Stanfliet  
Raadslid/Councillor MB Tshabe  
Raadslid/Councillor TF Tshungwana  
Raadslid/Councillor C Wood

### **Amptenare / Officials**

Mnr./Mr. J Barnard	(Wnde Munisipale Bestuurder) (Acting Municipal Manager)
Me./Mrs. Z Nel-Gagiano	(Wnde Direkteur: Korporatiewe Dienste) (Acting Director: Corporate Services)
Me./Mrs. B Swartland	(Wnde Direkteur: Ontwikkelingsdienste) (Acting Director: Development Services)
Mnr./Mr. D Louw	(Direkteur: Finansiële Dienste) (Director: Financial Services)
Mnr./Mr. D Damons	(Wnde Direkteur : Tegniese Dienste) (Acting Director : Technical Services)
Mnr./Mr. A Opperman	(Hoof Uitvoerende Ouditeur) (Chief Audit Executive)
Mnr./Mr. H Geldenhuys	(Kommunikasie Beampte) (Communications Officer)
Me./Mrs. M Faul	(Bestuurder : Korporatiewe Dienste) (Manager : Corporate Services)
Me./M. F Ngxowa	(Assistent Vertaler) (Assistant Translator)
Me./Ms. S Louw	(Sekretariaatdienste) (Secretariat Services)

### **C.2 Aansoek(e) om verlof tot afwesigheid : (3/2/1/3)**

Rdl. H Syster	-	Skriftelike verskoning
Rdl. M Bhangazana	-	Skriftelike verskoning
Rdl. T Mangcayi	-	Skriftelike verskoning
Rdl. RL Mienies	-	Skriftelike verskoning

### **Application(s) for leave of absence : (3/2/1/3)**

Cllr. H Syster	-	Written apology
Cllr. M Bhangazana	-	Written apology
Cllr. T Mangcayi	-	Written apology
Cllr. RL Mienies	-	Written apology

### **D. VERKLARINGS EN MEDEDELINGS DEUR DIE SPEAKER**

Geen

### **STATEMENTS AND COMMUNICATIONS BY THE SPEAKER**

None

### **E. VERKLARINGS EN MEDEDELINGS DEUR DIE UITVOERENDE BURGEMEESTER**

Geen

### **STATEMENTS AND COMMUNICATIONS BY THE EXECUTIVE MAYOR**

None

**F. VERSLAE VOORGELê DEUR DIE DIREKTORAAT FINANSIëLE DIENSTE /  
REPORTS PRESENTED BY THE DIRECTORATE FINANCIAL SERVICES**

## **ITEM TITLE**

**SC04/2017 DIRECTORATE FINANCIAL SERVICES : CONSIDERATION AND APPROVAL OF THE ADJUSTMENT BUDGET 2016/2017 AND INDICATIVE FOR THE PROJECTED TWO OUTER YEARS 2017/2018 AND 2018/2019**

*[English version of the report is the original]*

## **FILE NUMBER**

5/1/1-2016/2017; 5/1/1-2017/2018

## **PURPOSE / AIM OF REPORT**

This report serves to submit the 2016/2017 and indicative two outer year's annual adjustment budget for approval.

## **BACKGROUND**

Section 28 of the Municipal Finance Management Act. No 56 of 2003 states:

- (1) A municipality may revise an approved annual budget through and adjustments budget.
- (2) An adjustments budget -
  - (b) may appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;
  - (d) may authorise the utilisation of projected savings in one vote towards spending under another vote;
  - (f) may correct any errors in the annual budget;

In accordance with section 23 (1) of the Municipal Budget and Reporting Regulation:

- (1) An adjustments budget referred to in section 28(2)(b), (d) and (f) of the Act may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, but not later than 28 February of the current year.

## **DISCUSSION**

As contained in detail report.

## **LEGAL RESPONSIBILITIES**

Section 28 of the Municipal Finance Management Act, 56 of 2003 and section 23 of the Municipal Budget and Reporting Regulations.

## **FINANCIAL IMPLICATIONS**

As contained in the detail report.

## **CLIENT CARE IMPLICATION**

Not applicable

## **RECOMMENDATION BY ITEM AUTHOR TO COUNCIL :**

It is recommended :

That the Council considers the report and adopts the Adjustment Budget report.

## **RESOLVED BY COUNCIL : 29 MAY 2017**

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Councillor MM Koegelenberg, and seconded by Councillor KIJ Papier, it was resolved as follows:

**1. Council approve the adjustments budget for the financial year 2016/2017 as contained in the listed Tables B1 - B10 detailed below :**

- 1.1 Table B1: Adjustments Budget Summary**
- 1.2 Table B2: Adjustments Budgeted Financial Performance (Revenue and Expenditure by standard classification)**
- 1.3 Table B3: Adjustments Budgeted Financial Performance (Revenue and Expenditure by municipal vote)**
- 1.4 Table B4: Adjustments Budgeted Financial Performance (Revenue and Expenditure)**
- 1.5 Table B5: Adjustments Budgeted Capital Expenditure by vote, standard classification and funding.**
- 1.6 Table B6: Adjustments Budgeted Financial Position**
- 1.7 Table B7: Adjustments Budgeted Cash Flow**
- 1.8 Table B8: Cash backed reserves/Accumulated surplus reconciliation**
- 1.9 Table B9: Asset Management**
- 1.10 Table B10: Basic service delivery measurement**

**2. The SDBIP will be adjusted to reflect the adjustments made in the budget allocation and submitted for subsequent approval by the Executive Mayor.**

**3. The transfers recognized as operating budget decrease from R127,306,003 to R124,996,003**

**due to the following changes :**

**Human Settlements Development Grant from R38,000,000 to R35,690,000 (Adjustment Provincial Treasury allocation).**



- 4. The transfers recognized as capital budget decrease from R45,837,249 to R38,147,249**

**Due to the following changes :**

**Human Settlements Development Grant from R14,378,471 to R6,688,471  
(Adjustment Provincial Treasury allocation).**

*For finalization by the Director : Financial Services, Mr. D Louw.*

## **ITEM TITEL/ITEM TITLE**

**SC05/2017 DIRECTORATE FINANCIAL SERVICES: COMMENTS / REPRESENTATIONS RECEIVED ON THE 2017/2018 DRAFT BUDGET**

**SR05/2017 DIREKTORAAT FINANSIËLE DIENSTE: KOMMENTAAR / VERTOË ONTVANG M.B.T. DIE 2017/2018 KONSEP BEGROTING**

*[Report compile in both languages / Verslag saamgestel in beide tale]*

## **LÊER NOMMER/FILE NUMBER**

5/1/1-2017/2018

## **PURPOSE / AIM OF REPORT**

To present to council the comments and representations received on the 2017/2018 Draft Budget which was tabled on 29 March 2017. The comments and representations emanate from the intensive ward committee and public engagements during October 2016 and again ward committees meetings during April 2017. The IDP, budget Tariffs and Budget related documents were published for comments. The closing date for comments was 28 April 2017.

## **DOEL VAN VERSLAG**

Om aan die Raad die kommentaar en vertoë voor te lê wat ontvang is met betrekking tot die 2017/2018 konsep begroting wat op 29 Maart 2017 ter tafel gelê is. Die kommentaar en vertoë is afkomstig van die intensiewe wykskomitee- en openbare vergaderings gedurende Oktober 2016 asook wykskomiteevergaderings wat gedurende April 2017 gehou is. Die GOP, begrotingstariëwe en begrotingsverwante dokumente is vir kommentaar gepubliseer. Die sluitingsdatum vir kommentaar was 28 April 2017.

## **BACKGROUND**

The Draft Budget and Budget-related documents were forwarded to National and Provincial Treasury and other sector departments. Notices were placed in local newspapers and the Draft Budget was placed on the municipal website inviting stakeholders' comments.

## **AGTERGROND**

Die konsep begroting en begrotingsverwante dokumente is by Nasionale en Provinsiale Tesourie en ander sektordepartemente ingedien. Kennisgewings wat belanghebbendes se kommentaar aangevra het, is in plaaslike koerante geplaas en die konsep begroting is op die munisipale webblad geplaas.

## **DISCUSSION**

Theewaterskloof Municipality has been delegated to the Provincial Treasury in terms of MFMA compliance and monitoring and thus no comments were received from National Treasury, but from Provincial Treasury – Western Cape.

The comments received, are attached as per Annexure:

- 1) Comments received from other stakeholders:
  - 1.1 Botrivier Balastingbetalers Vereniging
  - 1.2 Ward 2 Forum
  - 1.3 Elgin Grabouw Vyeboom & Villeirsdorp Landbou Vereniging (EGVV)
  - 1.4 Mnr G Koegelenberg
  - 1.5 Caledon Landbou Vereniging
  - 1.6 The Oaks (Mr Minnie)
  - 1.7 Child Welfare South Africa Grabouw
  - 1.8 Caledon Belastingbetalers Vereniging
  - 1.9 The Country Village Management Association (A Purslow)
  - 1.10 Emil Weder (EL Rheinicke)
- 2) LGMTEC – Provincial Treasury – Western Cape

The comments by Management was presented at the council workshop on the 09 May 2017.

### **BESPREKING**

Theewaterskloof Munisipaliteit is ingevolge MFMA-nakoming en monitering na die Provinsiale Tesourie gedelegeer en dus is geen kommentaar van Nasionale Tesourie ontvang nie, maar wel van die Wes-Kaapse Provinsiale Tesourie.

Die kommentaar wat ontvang is, word as bylae aangeheg.

- 1) Kommentaar wat van ander belanghebbendes ontvang is:
  - 1.1 Botrivier Balastingbetalers Vereniging
  - 1.2 Ward 2 Forum
  - 1.3 Elgin Grabouw Vyeboom & Villeirsdorp Landbou Vereniging (EGVV)
  - 1.4 Mnr G Koegelenberg
  - 1.5 Caledon Landbou Vereniging
  - 1.6 The Oaks (Mr Minnie)
  - 1.7 Child Welfare South Africa Grabouw
  - 1.8 Caledon Belastingbetalers Vereniging
  - 1.9 The Country Village Management Association (A Purslow)
  - 1.10 Emil Weder (EL Rheinicke)
- 2) LGMTEC – Provinsiale Tesourie – Wes-Kaap

Bestuur se kommentaar was voorgelê by 'n raadswerkswinkel op 09 Mei 2017.

### **LEGAL RESPONSIBILITIES**

Section 23 (1) of the MFMA reads as follows:

*“when the Annual Budget has been tabled, the municipal council must consider any views of the local community and the National Treasury, the relevant Provincial Treasury and provincial or national organs of state or municipalities which made submission on the budget”.*

Section 23 (2) of the MFMA reads as follows:

*“after considering all budget submissions, the council must give the Mayor an opportunity to respond to the submissions and if necessary, to revise the budget and table amendments for consideration by the council”.*

### **WETLIKE IMPLIKASIES**

Artikel 23(1) van die MFMA lees soos volg:

*“wanneer die jaarlikse begroting ter tafel gelê is, moet die munisipale raad oorweging skenk aan enige standpunte van die plaaslike gemeenskap en die Nasionale Tesourie, die betrokke Provinsiale Tesourie en provinsiale of nasionale staatsorgane of munisipaliteite wat voorleggings oor die begroting gedoen het”.*

Artikel 23(2) van die MFMA lees soos volg:

*“na oorweging van alle voorleggings oor die begroting, moet die raad vir die burgemeester die geleentheid gee om op die voorleggings te reageer en, indien nodig, die begroting te hersien en wysigings vir oorweging aan die raad voor te lê”.*

### **FINANSIËLE IMPLIKASIES/FINANCIAL IMPLICATIONS**

Not applicable / Nie van toepassing

### **KLIËNTESORG IMPLIKASIE / CLIENT CARE IMPLICATION**

Not applicable / Nie van toepassing

### **RECOMMENDATION BY ITEM AUTHOR TO COUNCIL :**

**It is recommended:**

**That Council takes cognisance of the comments received from various stakeholders and that the comments by Management are accordingly communicated to them.**

### **AANBEVELING DEUR ITEM OUTEUR AAN RAAD :**

**Daar word aanbeveel:**

**Dat die Raad kennis neem van die kommentaar wat van verskeie belanghebbendes ontvang is en dat die kommentaar van Bestuur ooreenkomstig gekommunikeer sal word.**

### **RESOLVED BY COUNCIL : 29 MAY 2017**

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Councillor MM Koegelenberg, and seconded by Councillor S Fredericks, it was resolved as follows:

**Council takes cognisance of the comments received from various stakeholders and that the comments by Management are accordingly communicated to them.**

*For finalization by the Director : Financial Services, Mr. D Louw.*

### **BESLUIT VAN DIE RAAD : 29 MEI 2017**

Nadat die Voorsitter geleentheid aan die Raadslede gegee het, en die item behoorlik bespreek is, word op aanbeveling van Raadslid MM Koegelenberg, gesekondeer deur Raadslid S Fredericks, as volg besluit :

**Die Raad neem kennis van die kommentaar wat van verskeie belanghebbendes ontvang is en dat die kommentaar van Bestuur ooreenkomstig gekommunikeer sal word.**

*Vir afhandeling deur die Direkteur : Finansiële Dienste, Mnr. D Louw.*

*Die Uitvoerende Burgemeester lewer haar Begrotingstoespraak. (Toespraak word aangeheg tot die notule) / The Executive Mayor presents her Budget Speech (Speech attached to the minutes)*

## **ITEM TITLE**

**SC06/2017 DIRECTORATE FINANCIAL SERVICES : CONSIDERATION AND APPROVAL OF THE FINAL BUDGET 2017/2018 AND INDICATIVE FOR THE PROJECTED TWO OUTER YEARS 2018/2019 AND 2019/2020**

*[English version of the report is the original]*

## **FILE NUMBER**

5/1/1-2017/2018

## **PURPOSE / AIM OF REPORT**

This report serves to submit to Council for consideration the MTREF for 2017/2018, proposed tariffs, and amendments to budget related policies the IDP, Service Delivery and Budget Implementation Plan as well as the Service Standards.

MFMA Circular No 86 "According to international best practices, it is appropriate to reclassify historical information in line with the changes that occur in the Standard Chart of Accounts. However considering our own circumstances and the technical capability of smaller municipalities, it is proposed that municipalities disclose audited and the current years' (2016/17) information using version 2.8 of the A schedule. In relation to the 2017/18 MTREF municipalities must use version 6.1 of the A schedule. By implication two separate schedules must be submitted."

## **BACKGROUND**

In accordance with section 24 of the Municipal Finance Management Act, No 56 of 2003 the Municipal Council must at least 30 days before the start of the budget year consider approval of the annual budget.

## **DISCUSSION**

As contained in the detail report

## **LEGAL RESPONSIBILITIES**

Section 24 of the Municipal Finance Management Act, 56 of 2003 and the Municipal Budget and Reporting Regulations.

## **FINANCIAL IMPLICATIONS**

As contained in the detail report.

## **CLIENT CARE IMPLICATION**

Not applicable.

## **RECOMMENDATION BY ITEM AUTHOR TO COUNCIL :**

It is recommended :

1. That Council resolves that the Final Annual Operating Budget of the municipality for the financial year 2017/2018 and indicative for the two projected Outer Years 2018/2019 and 2019/2020 be approved as set out on Tables A1, A2, A3 and A4. (pages 7 - 12).
2. That Council resolves that the Final Annual Capital Budget of the municipality for the financial year 2017/2018 and indicative for the two projected Outer Years 2018/2019 and 2019/2020 be approved as set out on Tables A1, A5 and SA36. (pages 7, 14, and 93).
3. That Council resolves that the Monthly Cash Flow Forecasts with appropriate amendments be approved as the Cash Flow Budget of the Council for the 2017/2018 financial year as set out on Tables A1 and A7. (Pages 7 and 18).
4. That Council resolves to adopt the Final Integrated Development Plan.
5. That Council resolves to adopt the “Spatial Development Framework” as part of the Integrated Development Plan, as regulated by the Municipal Systems Act (Act 32 of 2000), as directed in terms of Section 22 of the Bill on the Land Use Planning Act.
6. That Council resolves that the Final Tariff Charges are approved for the Financial Year 2017/2018. (Annexure A).
7. That the Final Monthly Indigent Subsidy in respect of 6kl Water, 70KwH Electricity, Refuse, Sewer and Informal Settlement Plot Rental (where applicable) are approved and that the applicable free basic services subsidies be calculated on the approved tariffs for the applicable services and measurable units.
8. The first R100,000 on all residential properties are exempt from property rates for persons older than 60 years of age and earning less than R6400 per month. The exemption is also applicable to all households earning less than R4801.
9. That it be noted that “Unfunded Functions” and “Underfunded Functions” are fully budgeted for at present service levels and in respect of Housing.
10. That note is taken that Internal Division of Costs (Departmental Charges) are calculated based on expected budgeted time spent, measurable units/quantities, cost, and that tariffs are determined accordingly.
11. That Council resolves the following Amendments to the Policies as per Annexure B

## **Annexure B**

- 1) Credit Control and Debt Collection Policy**
- 2) Writing –Off of Irrecoverable debt Policy**
- 3) Indigent Policy**
- 4) Rates Policy**
- 5) Short Term Insurance Policy**

### **RUN-UP TO DECISION-MAKING :**

#### ***Councillor MM Koegelenberg :***

- *The 2017/2018 budget was taken to the people this year to ensure cooperation during the next five years.*
- *The drought and protests occurred between the draft budget period and the approval of the budget.*
- *Pro-indigent and community-friendly budget.*
- *The leasing of halls to churches is not duly addressed in the budget.*

#### ***Councillor C November :***

- *That the following correction be made to the IDP document:  
Page 2 – “Approved IDP and Budget” – the date must be changed from 25 May 2017 to 29 May 2017.*
- *The 2017/2018 budget is not a pro-poor budget –  
Pages 494/495 of the Agenda refers – Basic tariffs for water remain at R108.20  
Page 182 of the Agenda refers – Tariff increases.*
- *Vision, Mission and statement by Councillor Koegelenberg that the budget is a pro-poor budget are clearly not indicated in the budget, as the budget is not a pro-indigent budget.*

#### ***Councillor D Appel :***

- *Community halls – rental fees are large amounts.*
- *Cemeteries – funeral costs are high.*
- *Cannot talk about a pro-poor budget, as the Vision and Mission does not address it.*

#### ***Councillor MM Koegelenberg :***

- *Amendment page 513, point 9.2.2 and page 516, point 5.3 – the “7 days” have been changed to “14 days”.*

*Taking the amendments above into account, Councillor Koegelenberg proposed the Recommendation with the following addition to point 2 :*

- 2. .... with the addition of the Isuzu truck for electricity for an amount of R950,441 which will not be delivered before June 2017.**

*Proposal was seconded by Councillor R Brinkhuys.*



*A counterproposal was submitted by Councillor D Appel, namely :*

*That the ANC cannot agree to the budget as sufficient efforts were not made to compile a pro-poor budget, as already pointed out by Councillor November.*

*The counterproposal was seconded by Councillor C Wood.*

*Voting subsequently took place by a show of hands:*

*Proposal Councillor D Appel and seconded by Councillor C Wood : 9 votes*

*Proposal Councillor MM Koegelenberg, seconded by Councillor R Brinkhuys : 14 votes*

**RESOLVED BY COUNCIL : 29 MAY 2017**

After the Chairperson had given the Councillors an opportunity, and the item had been thoroughly discussed, on a proposal by Councillor MM Koegelenberg, and seconded by Councillor R Brinkhuys, it was resolved as follows:

1. **Council resolves that the Final Annual Operating Budget of the municipality for the financial year 2017/2018 and indicative for the two projected Outer Years 2018/2019 and 2019/2020 be approved as set out on Tables A1, A2, A3 and A4. (pages 7 - 12).**
2. **Council resolves that the Final Annual Capital Budget of the municipality for the financial year 2017/2018 and indicative for the two projected Outer Years 2018/2019 and 2019/2020 be approved as set out on Tables A1, A5 and SA36. (pages 7, 14, and 93) with the addition of the Isuzu truck for electricity for an amount of R950,441 which will not be delivered before June 2017.**
3. **Council resolves that the Monthly Cash Flow Forecasts with appropriate amendments be approved as the Cash Flow Budget of the Council for the 2017/2018 financial year as set out on Tables A1 and A7. (Pages 7 and 18).**
4. **Council resolves to adopt the Final Integrated Development Plan.**
5. **Council resolves to adopt the “Spatial Development Framework” as part of the Integrated Development Plan, as regulated by the Municipal Systems Act (Act 32 of 2000), as directed in terms of Section 22 of the Bill on the Land Use Planning Act.**
6. **Council resolves that the Final Tariff Charges are approved for the Financial Year 2017/2018. (Annexure A).**
7. **Council resolves that the Final Monthly Indigent Subsidy in respect of 6kl Water, 70Kwh Electricity, Refuse, Sewer and Informal Settlement Plot Rental (where applicable) are approved and that the applicable free basic services subsidies be calculated on the approved tariffs for the applicable services and measurable units.**

8. **The first R100,000 on all residential properties are exempt from property rates for persons older than 60 years of age and earning less than R6400 per month. The exemption is also applicable to all households earning less than R4801.**
9. **It is noted that “Unfunded Functions” and “Underfunded Functions” are fully budgeted for at present service levels and in respect of Housing.**
10. **Note is taken that Internal Division of Costs (Departmental Charges) are calculated based on expected budgeted time spent, measurable units/quantities, cost, and that tariffs are determined accordingly.**
11. **Council resolves the following Amendments to the Policies as per Annexure B**

**Annexure B**

- 1) **Credit Control and Debt Collection Policy**
- 2) **Writing –Off of Irrecoverable debt Policy**
- 3) **Indigent Policy**
- 4) **Rates Policy**
- 5) **Short Term Insurance Policy**

*For finalization by the Director : Financial Services, Mr. D Louw.*

**G. VERDAGING /  
ADJOURNMENT**

Die vergadering verdaag om 12:15.  
The meeting was adjourned at 12:15.

NOTULE BEKRAGTIG OP DIE ..... DAG VAN  
..... AS PRIMA FACIE BEWYS VAN DIE  
JUISTHEID DAARVAN.

MINUTES CONFIRMED ON THE ..... DAY OF  
..... AS PRIMA FACIE EVIDENCE OF  
ITS CORRECTNESS.

.....  
SPEAKER

.....  
DATUM/DATE

OPGESTEL EN BYGEHOU DEUR :  
COMPILED AND RECORDED BY

.....  
M FAUL  
BESTUURDER : KORPORATIEWE DIENSTE  
MANAGER : CORPORATE SERVICES