



MUNISIPALITEIT THEEWATERSKLOOF MUNICIPALITY

[21 AUGUSTUS / AUGUST 2025]

RAADSVERGADERING /
COUNCIL MEETING

NOTULE / MINUTES

21 AUGUSTUS / AUGUST 2025

MUNISIPALITEIT THEEWATERSKLOOF MUNICIPALITY

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THEEWATERSKLOOF MUNISIPALITEIT/ MUNICIPALITY

NOTULE VAN 'N RAADSVERGADERING GEHOU OP 21 AUGUSTUS 2025 OM 14:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, CALEDON.

MINUTES OF A COUNCIL MEETING HELD ON 21 AUGUST 2025 AT 14:00 IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, CALEDON.

A. OPENING EN VERWELKOMING

Die Voorsitter, Speaker Raadslid WH Wells, verwelkom almal teenwoordig en vra die Raad om op te staan vir 'n stil gebed vir diegene wat geliefdes verloor het en diegene wat terminaal siek is.

OPENING AND WELCOME

The Chairperson, Speaker Councillor WH Wells, welcomed all present and asked Council to stand for a silent prayer for those who have lost loved ones and those who are terminally sick.

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

Nie van toepassing nie / Not applicable.

C. BYWONINGSREGISTER/ATTENDANCE REGISTER

C.1 Teenwoordig/Present Raadslede/Councillors

Raadsheer/Alderman LM de Bruyn
Raadslid/Councillor WH Wells
Raadsheer/Alderman CC Clayton
Raadsheer/Alderman DA Appel
Raadslid/Councillor CA Benjamin
Raadslid/Councillor M Botes
Raadslid/Councillor CT Cloete
Raadsheer/Alderman S Fredericks
Raadslid/Councillor M Gana
Raadslid/Councillor H Linnerts
Raadslid/Councillor JD Lekhori
Raadslid/Councillor TP Lemina
Raadsheer/Alderman BB Mkhwibiso
Raadslid/Councillor M Mpambani
Raadslid/Councillor MA Nomkoko
Raadsheer/Alderman MR Nongxaza
Raadslid/Councillor V Papier
Raadsheer/Alderman M Plato-Mentoor
Raadslid/Councillor MS Shale

Raadslid/Councillor J Smit
 Raadslid/Councillor C Smith
 Raadslid/Councillor PJ Stander
 Raadslid/Councillor TB Zimmermann

Amptenare / Officials

Mnr./Mr W Hendricks	(Munisipale Bestuurder) (Municipal Manager)
Mnr./Mr GW Hermanus	(Direkteur: Korporatiewe Dienste) (Director: Corporate Services)
Mnr./Mr P Mabhena	(Direkteur: Finansies) (Director: Finance)
Mnr./Mr N Arendse	(Wnde Direkteur: Gemeenskapsdienste) (Acting Director: Community Services)
Mnr./Mr H Matthee	(Direkteur: Tegniese- en Infrastruktuur Implementeringsdienste) (Director: Technical- and Infrastructure Implementation Services)
Mnr./Mr A Opperman	(Hoof Uitvoerende Ouditeur) (Chief Audit Executive)
Me./Ms M Faul	(Bestuurder: Korporatiewe Dienste) (Manager: Corporate Services)
Mnr./Mr H Gxoyiya	(Bestuurder: Regsdienste) (Manager: Legal Services)
Me./Ms T Michel	(Kommunikasie Beampste) (Communications Officer)
Me./Ms J Smith	(Bestuurder: Begroting) (Manager: Budget)
Mnr./Mr D Damons	(Sekuriteits Administrateur: IKT) (Security Administrator: ICT)
Mnr./Mr XR Mlilo	(Assistent van Rdl M Gana) (Assistant of Cllr M Gana)
Me./Ms. F Ngxowa	(Assistent Vertaler) (Assistant Translator)
Me./Ms S Baron	(Sekretariaatdienste) (Secretariat Services)

C.2 Aansoek(e) om verlof tot afwesigheid:
Application(s) for leave of absence:

Rdl./Cllr D Jacobs	Siekverlof / Sick leave
Rdl./Cllr D Jooste	Siekverlof / Sick leave
Rdl./Cllr RL Mienies	Siekverlof / Sick leave
Rdl./Cllr YM van Tonder	Verlof / Leave
Me./Ms N Baliso	Siekverlof / Sick leave

D. VERKLARINGS EN MEDEDELINGS DEUR DIE SPEAKER / STATEMENTS AND COMMUNICATIONS BY THE SPEAKER

The Speaker reads the following letter to Council as received from a Member of the Community:

Good afternoon, Mr. Hendricks. I'm writing to formally commend one of your frontline employees, Ms. Andrea Sander, for exceptional service during my recent interaction with the Pottery Field Municipality, as an international business coach and someone who has worked with organizations across the globe. I'm acutely aware of how rare it is to experience five-star service efficiency and homed in public service.

For the past few weeks, I have been trying unsuccessfully to reach someone who could assist me regarding building structure guidelines and information on the estimated cost to install a main supply of electricity, septic tank, municipal service delivery, chargers, and water installation on my area. I recently purchased in Pottery Field. When I called Ms. Sander and Ms. Sander answered, after just wondering, it was nothing short of breath of fresh air.

Her professionalism, friendliness, and willingness to help were remarkable. She not only addressed my inquiry promptly but did so with such passion and enthusiasm that left a lasting impression. As a leader, you know these are virtues of an outstanding leader.

Having lived in an area where service delivery is often lacking, I found this interaction to be outstanding and worthy of recognition. Ms. Sander embodies efficiency, professionalism, the very best I have ever received by the municipality, a shining example of customer service, efficient, approachable, and solution driven.

Please ensure that my appreciation for her work is noted, and if possible, share with her and the leaders of the service for this delivery deserves to be celebrated.

I thank you as a leader, firstly, and Ms. Sander for a wonderful customer experience. You certainly made my day with your exceptional service.

D. VERKLARINGS EN MEDEDELINGS DEUR DIE UITVOERENDE BURGEMEESTER /

Ek wil net bevestig wat die Speaker so pas gesê het en om die amptenaar geluk te wens. Ek wil ook al die ander amptenare aanmoedig om ook op die wyse op te tree omdat ons nie hier is om 'n diens aan onself te lewer nie, maar hier is om die gemeenskap te dien. Hierdie is 'n baie, baie goeie voorbeeld hoe om met die gemeenskap interaksie te hê.

STATEMENTS AND COMMUNICATIONS BY THE EXECUTIVE MAYOR

I just want to echo what the Speaker has just said and congratulate our official. I would like to urge all other officials to act in that manner because we are not here serving ourselves, we are here serving the community. That is a very, very good example of how to interact with the community.

**F. VERSLAE VOORGELê DEUR DIE DIREKTORAAT FINANSIES /
REPORTS SUBMITTED BY THE DIRECTORATE FINANCE**

ITEM HEADING

**C218/2025 DIRECTORATE FINANCE: DEPARTMENT: ASSETS &
INSURANCE: ASSETS TO BE WRITTEN OFF**

[English version of the report is the original]

FILE NUMBER

6/1/1/4

PURPOSE / AIM OF REPORT

To obtain the Council's approval for the write off of movable assets.

BACKGROUND

A list was compiled of assets that could not be verified by the Asset Department during the annual verification process.

Included in this list:

- 1.Assets that could not be physically verified.
- 2.Assets were stolen and formed part of insurance claims.
- 3.Assets that are broken.

The list of assets is attached as Annexure A.

DISCUSSION

Annual asset verification was conducted by the Asset Department during the months of April to May 2025. The number of assets verified was 8261 out of a total of 8524 movable assets which constituted a 96,9% verification.

Depicted below is the process that was followed by the asset department:

- Asset verification was conducted using electronic devices that enabled real-time updates to the asset management system from the 14th of April till 19th of May 2025.
- Prior to the commencement of the verification process, email notifications were sent to the respective Town Managers or relevant departments, informing them of the scheduled dates and times for physical verification.
- The Asset Management Department subsequently visited all towns and departments to physically verify the assets at their current locations.
- Assets that were physically located were recorded on the system using the verification devices, with accompanying photographic evidence.
- Following the completion of each town's verification, a list of "items not yet verified" was extracted. The Asset Department then conducted a secondary round of searches for the outstanding items.
- On 24 June 2025, an official email was sent to Town Managers and Directors requesting either photographic evidence of the missing items, if found, or comments regarding their status if not found.

- An updated list of unverified assets was circulated on 3 July 2025, and again on 15 July 2025.
- Further follow-ups were undertaken through direct contact with departmental coordinators via cellphone or landline, requesting proof of the whereabouts of the outstanding assets.
- On 30 July 2025, the Chief Financial Officer issued the final list of unverified assets to all Directors, with a request to provide updates by no later than 5 August 2025.
- The Directors addressed it at their weekly meetings with the Municipal Manager of which agreement was reached to undertake additional verification by their departments which still resulted in items listed below that could not be verified or are not of further economic use for the municipality.

Below is a summary of reasons for assets to be written off:

Reason	Number of assets	Carrying Closing Balance
Broken	18	19,347.20
Asset incorrectly capitalized not municipal asset	2	140,556.99
Insurance claim	10	166,155.79
Stolen	6	3,089.72
Infrastructure dilapidated	2	902,891.88
Duplicate	1	2,340.75
Sold at Auction	8	43,723.34
Asset not verified	96	168,829.30
Grand Total	143	1,446,862.22

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

All the assets have been paid for. The council will save on further insurance premium and depreciation (as well as other related expenses).

LEGAL IMPLICATIONS (ITEM AUTHOR)

Part of Section 5 of the Asset Management Policy states the following:

- 5.1. The Municipal Manager is responsible for the management of the assets of the municipality, including the safeguarding and the maintenance of those assets.
- 5.2. The Municipal Manager must take all reasonable steps to ensure that:
 - 5.2.3. That the municipality has and maintains a system of internal control of assets, including an asset register;
 - 5.2.4. Fairly presents the state of affairs of the municipality, its management of assets as at the end of the financial year;
- 5.3. The Chief Financial Officer is responsible for the Municipal Manager to ensure that the financial investment in the municipalities' assets is properly recorded.

5.4. The Chief Financial Officer must take all reasonable steps to ensure that:

5.4.1. Appropriate systems of financial management and internal controls are established and carried out diligently;

5.4.7. The Directors and senior management teams are appropriately advised on the exercise of their powers and duties pertaining to the financial administration of assets;

5.5. The Chief Financial Officer may delegate or otherwise assign responsibility for performing these functions but will remain accountable for ensuring these activities are performed.

5.6. The Directors

5.6.11. All moveable assets received into their stewardship are appropriately safeguarded against inappropriate use or loss. This will include control over physical access to these assets and regular verification to ensure that no losses have occurred. Any known losses should be immediately reported to the Chief Financial Officer.

5.7. The Directors may delegate or otherwise assign responsibility for performing these functions but will remain ultimately accountable for ensuring these activities are performed.

Part of Section 8 of the Asset Management Policy states the following:

8.2. Physical Controls and Management:

8.2.3. Verification of Assets:

8.2.3.1. Each director and managers shall at least quarterly undertake complete physical verification of all assets under his/her control.

8.2.3.2. The results of such verification shall be reported to the Chief Financial Officer in the format as required by the Chief Financial Officer.

8.2.3.3. The Chief Financial Officer will ensure that an annual verification of assets is undertaken and concluded before the 30th of June as part of the annual reporting process.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

Not applicable.

RECOMMENDATION BY ITEM AUTHOR:

It is recommended that the Council approves the disposal of assets per Annexure A.

RESOLVED BY COUNCIL: 21 AUGUST 2025

Council resolved that the agenda-item be withdrawn and not discussed during the meeting.

1. *Agenda-item withdrawn.*
2. *For finalization by the Director: Finance, Mr. P Mabhena.*

ITEM HEADING**C219/2025 DIRECTORATE FINANCE: CONSIDERATION AND APPROVAL OF THE ADJUSTMENT BUDGET 2025/2026 AND INDICATIVE FOR THE PROJECTED TWO OUTER YEARS 2026/2027 AND 2027/2028**

[English version of the report is the original]

FILE NUMBER

5/1/1-2025/2026; 2026/2027; 2027/2028

PURPOSE / AIM OF REPORT

This report serves to submit the 2025/2026 and indicative two outer years 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;*
 - e. *may authorise the spending of funds that were unspent at the end of the past financial year where the under-spending could not reasonably have been foreseen at the time to include projected roll-overs when the annual budget for the current year was approved by the council;*

In accordance with section 23 (4) and (5) of the Municipal Budget and Reporting Regulation:

- (5) *An adjustments budget referred to in section 28(2)(b), (d) and (f) of the Act may only be tabled after the end of the financial year to which the roll-overs relate and must be approved by the municipal council by 25 August of the financial year following the financial year to which the roll-overs relate.*

In accordance with section 10 of the Municipal Budget and Reporting Regulation:

(2)(c) in the case of agency payments, public contributions, donations, donor grants or any other grants, subsidies or contributions, the relevant service level agreement, contract or other legally binding document which guarantees the funding.

DISCUSSION

As contained in the detailed report.

FINANCIAL IMPLICATIONS (ITEM AUTHOR)

As contained in the detailed report.

LEGAL IMPLICATIONS (ITEM AUTHOR)

Section 28 of the Municipal Finance Management Act, 56 of 2003, section 23 and section 10 of the Municipal Budget and Reporting Regulations.

RISK MANAGEMENT IMPLICATION (ITEM AUTHOR)

None.

RECOMMENDATION BY ITEM AUTHOR TO COUNCIL:

It is recommended:

1. The adjustments budget for the financial year 2025 – 2026 be approved as contained in 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 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. That Council takes note that the roll-over amount for RSEP have been incorporated into the budget projections for the current financial year. In accordance with applicable legislative and regulatory requirements, these funds will not be disbursed or committed until final approval has been obtained from the Provincial Treasury. This approach ensures compliance with the Municipal Finance Management Act (MFMA) and related Treasury guidelines, while safeguarding the municipality's financial management processes. The municipality will continue to monitor the approval process and will adjust implementation schedules accordingly to minimise any negative impact on service delivery.
4. The adjustment Transfer Recognised - Capital increased from R 72 million to R 98 million due to the following changes:

Transfers and subsidies - capital		
Vote Description		(Increase)
Transfers Recognised - Capital - Informal Settlement Grant (in-kind)	-R	24 700 000
Transfers Recognised - Capital - 'Regional socio economic projects (RSEP)	-R	1 370 770
Total Transfers and subsidies - capital	-R	26 070 770

5. The Contracted Services remains at R 60 million with the following changes:

Contracted Services		
Project	Vote Description	Increase / (Decrease)
WC031_Caledon Sport Ground Pavilion	Contracted Services - Maintenance of Buildings and Facilities	R 600 000
WC031_Debt Collection	Contracted Services - Business and Financial Management	-R 600 000
WC031_Grabouw Taxi Rank (Insurance)	Contracted Services - Maintenance of Buildings and Facilities	R 800 000
WC031_Grounds and Buildings (Insurance claims)	Contracted Services - Maintenance of Buildings and Facilities	-R 800 000
WC031_Municipal Water Resilience Grant	Contracted Services - Research and Advisory	R 20 000
Various Project Names	Contracted Services - Maintenance of Vehicles	-R 442 000
Total Contracted Services		-R 422 000

6. The adjustment Operational Costs increased from R 94 million to R 95 million due to the following changes:

Operational Costs		
Project	Vote Description	Increase / (Decrease)
WC031_Fleet Management	Other Expenditure - License Fees	R 574 575
Various Project Names	Other Expenditure - License Fees	-R 132 575
Total Operational Costs		R 442 000

7. The adjustment Capital Expenditure increased from R 89 million to R 115 million due to the following changes:

Capital Expenditure		
Funding Source	Vote Description	Increase
Informal Settlement Grant (in-kind)	Villiersdorp Destiny Farm (1133)	R 24 700 000
Regional socio-economic Projects (RSEP)	Villiersdorp Upgrade - Taxi Rank	R 1 370 770
Borrowing	Upgrading of Pineview Park Sport Ground	R 1 600 000
Borrowing	Upgrading of Fleet	-R 1 600 000
Total Capital Expenditure		R 26 070 770

More details on the Operating and Capital expenditure can be found in Annexure A.

8. That Council resolves that the Adjusted Procurement Plan are approved for the Financial Year 2025/2026 (Annexure B).

DISCUSSION DURING THE MEETING

Alderman DA Appel submitted the following proposal:

That the consideration and approval of the adjustment budget 2025/2026 and indicative for the projected two outer years 2026/2027 and 2027/2028 be not approved.

Proposal was seconded by Alderman BB Mkhwibiso.

Alderman LM de Bruyn submits a counter-proposal that the recommendation as per the agenda-item be accepted.

Counter-proposal was seconded by Councillor CT Cloete.

The voting process started, and each councillor indicated by hand whether they vote for 1. Counter-proposal by Alderman S Fredericks and seconded by Councillor CT Cloete or 2. The proposal by Alderman DA Appel seconded by Alderman BB Mkhwibiso.

The result of the voting process is as follows:

Counter-proposal by Alderman LM de Bruyn and seconded by Councillor CT Cloete = 12 votes.

Proposal by Alderman DA Appel and seconded by Alderman BB Mkhwibiso = 10 votes.

Councillor JD Lekhori abstains from the voting process.

Ms M Faul brought to the attention of Council Rule 20(2) of the Rules of Order for meetings of Council and Committees of Theewaterskloof Municipality which reads as follows:

20. **Decisions by voting:**

(2) A supporting vote of a majority of incumbent councillors is necessary to decide on any matter prescribed by legislation, or, in accordance with section 160(3)(b) of the Constitution and section 30(2) of the Structures Act, on the –

(b) approval of the budget;

This means that 14 Councillors must vote in favour of the approval of the adjustment budget for 2025/2026 and indicative for the projected two outer years 2026/2027 and 2027/2028.

RESOLVED BY COUNCIL: 21 AUGUST 2025

It is therefore resolved:

1. That in terms of Rule 20.(2)(b) of the Rules of Order for meetings of Council and Committees of Theewaterskloof Municipality, the adjustment budget for 2025/2026 and indicative for the projected two outer years 2026/2027 and 2027/2028 was not approved as only 12 Councillors voted in favour of the approval of the adjustment budget.
2. That a Special Council Meeting be scheduled as soon as possible for Council to discuss this agenda-item again.

G. ORWEGING VAN KENNISGEWINGS VAN MOSIES
CONSIDERATION OF NOTICES OF MOTIONS

H. ORWEGING VAN KENNISGEWINGS EN VRAE
CONSIDERATION OF NOTICES AND QUESTIONS

I. ORWEGING VAN DRINGENDE MOSIES /
CONSIERATION OF NOTICES AND QUESTIONS

J. VERDAGING / ADJOURNMENT

Die vergadering verdaag om 15:30.
The meeting adjourned at 15:30.

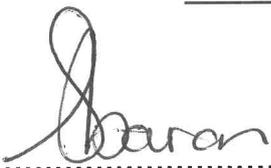
NOTULE BEKRAGTIG OP DIE DAG VAN
..... AS PRIMA FACIE BEWYS VAN DIE
JUISTHEID DAARVAN.

MINUTES CONFIRMED ON THE DAY OF
..... AS PRIMA FACIE EVIDENCE OF
IT'S CORRECTNESS.

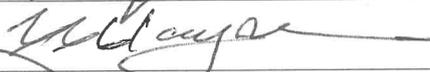
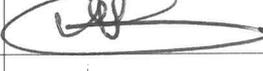
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SPEAKER

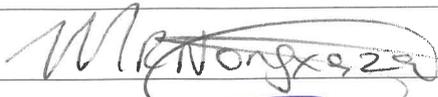
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DATUM/DATE

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COMPILED AND RECORDED BY:


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SEKRETARIAAT DIENSTE
SECRETARIAT SERVICES

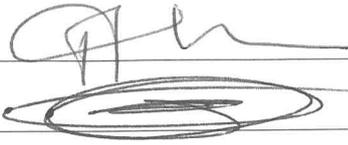
**RAADSVERGADERING
COUNCIL MEETING
21 AUGUSTUS / AUGUST 2025**

NAAM EN VAN / NAME AND SURNAME	HANDTEKENING / SIGNATURE
<u>Raadslede / Councillors :</u>	
Raadsheer/Alderman LM de Bruyn	
Raadsheer/Aderman CC Clayton	
Raadslid/Councillor WH Wells	
Raadsheer/Alderman DA Appel	
Raadslid/Councillor CA Benjamin	
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Raadsheer/Alderman S Fredericks	
Raadslid/Councillor M Gana	
Raadslid/Councillor DA Jacobs	 Apology
Raadslid/Councillor D Jooste	 Apology
Raadslid/Councillor H Linnerts	 Linnerts
Raadslid/Councillor JD Lekhori	
Raadslid/Councillor TP Lemina	
Raadslid/Councillor RL Mienies	 Apology
Raadsheer/Alderman BB Mkhwibiso	
Raadslid/Councillor M Mpambani	 m. mpambani
Raadslid/Councillor MA Nomkoko	 MA Nomkoko

Raadsheer/Alderman MR Nongxaza	
Raadslid/Councillor V Papier	
Raadsheer/Alderman M Plato-Mentoor	
Raadslid/Councillor MS Shale	
Raadslid/Councillor J Smit	
Raadslid/Councillor C Smith	
Raadslid/Councillor PJ Stander	
Raadslid/Councillor YM van Tonder	Apology
Raadslid/Councillor TB Zimmermann	
<u>Amptenare/Officials:</u>	
Mnr/Mr W Hendricks	
Mnr/Mr GW Hermanus	
Mnr/Mr P Mabhena	
Mnr / Mr H Matthee	
Me./Ms N Baliso	
Mnr./Mr N Arendse	
Mnr./Mr A Opperman	
Mnr/Mr H Gxoyiya	
Me./Ms M Faul	M Faul
Me./Ms T Michel	T Michel
Me./Ms S Baron	S Baron
Me./Ms F Ngxowa	
MR M. BJA TIES	

J. J. SMITH

XR. M114

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