

MINUTES OF THE SCCFPA COMMITTEE MEETING

Held on: 15 January 2024

Time: 16:00

Venue: 11 Vlei Avenue, Suiderstrand

NO	ITEM	DISCUSSION	PERSON RESPONSIBLE
1.	Opening and welcoming by chairperson	The chairperson welcomed all to the 'first' SCCFPA (not interim) committee meeting.	Danie
2.	Present	Danie Schutte (Chairperson) Gawie du Toit (Vice Chairperson) Louis Lourens (Treasurer) Linda Steyn (Vice-Secretary) Geoff Nichols (Conservation) Klaas Steyn (Secretary)	
3.	Apologies	Schalk van der Merwe (Fire Prevention Officer)	
4.	Approval of Minutes dated 06 Dec 23	Proposed: Gawie Seconded: Geoff	
5.	Matters arising from previous minutes		
	5.1. Allocation of responsibilities (from AGM)	It was agreed that the responsibilities for the various committee portfolios will be as follow: <u>Fire Prevention and Fighting</u> : Schalk with Geoff as assistant <u>Communication and Administration</u> : Klaas and Linda <u>Finances</u> : Louis with Danie as assistant <u>Conservation</u> : Geoff with Schalk as assistant <u>Policy and Legal</u> : Danie with Gawie as assistant The Chairperson requested each of the portfolio 'owners' to submit their objectives for the year (2024) at the next Committee Meeting.	All
	5.2. Liaison with external entities	5.2.1. <u>CAM</u> : 5.2.1.1 <u>Fire Risk Assessment Plan</u> . Received from CAM. (Schalk to send to Klaas who will place on website) 5.2.1.2 <u>Plot Clearing Policy</u> : The Association has submitted inputs to the Draft revised Policy and are waiting for feedback from CAM. 5.2.2 <u>SAN Parks</u> :	Klaas Klaas

		5.2.2.1. <u>Evacuation Plan & Exit routes</u>. Schalk is Liaising with the ANP Section Ranger regarding this. 5.2.2.2. <u>Boom-gate</u>. It was decided that this is the prerogative of SAN Parks and that when approached by them we will consider their proposal. 5.2.2.2. The Chairperson suggested that he will arrange a meeting with the new Park Manager. 5.2.3 <u>Greater Overberg-FPA</u>: A Fire Fighting training opportunity was offered by GoFPA, this must be followed up.	Schalk Noted Danie Schalk
6.	Standing Matters		
	6.1. Fire Prevention Officer (FPO)	6.1.1. Danie made the committee aware of Clause 6.1 of the Constitution which states "The Fire Protection Officer so appointed shall become a full member of the Committee of the Association." 6.1.2. <u>Brandwaentjie</u>. The Brandwaentjie must be tested and run once per week by Fire Team. The current process is working well. 6.1.3. <u>Emergency / Assembly Signage</u>: Suggest a sign board is erected at Parking area with applicable information. 6.1.4. <u>List of Property Owners</u>. Schalk to obtain a list of all property owners in Suiderstrand.	Schalk Schalk Schalk Schalk
	6.2. Conservation	6.2.1. <u>Invasive Alien Clearing</u>: Plan to clear invasive alien vegetation street by street of verges and on properties as approved by members. To be well communicated to members. 6.2.2. <u>Fire Risks</u>: Highest risk is the Mendes properties 6.2.3. <u>iNaturalist initiative</u>: Encourage members to post observations of fauna and flora to create awareness of the unique and interesting organisms which occur here and to work towards a comprehensive list of all that occur in Suiderstrand. 6.2.4. <u>Private Property</u>. It was suggested that the Association could potentially offer to clear members' properties at a donation or against quotation for effort of clearing.	Geoff Geoff Geoff Geoff
	6.3. Finances	6.3.1: <u>Current Balance</u>: R16,930.43 (as at 12 Jan 24) 6.3.2: <u>Membership Fees</u>: Maintain at R150 pa. Renewable in August 2024. 6.3.3: <u>Bank Account</u>: The Bank account is imminent. 6.3.3.1. <u>Authorised Signatures</u>: Once the Bank Account has been established the current Treasurer, Chairperson and Vice-chairperson are to be made the authorised signatories. 6.3.4. <u>Brandwaentjie</u>. Schalk is to give a proposed budget for the maintenance and upkeep of the Brandwaentjie and related equipment that will be Ring-	Noted Noted Schalk Louis Schalk

		fenced. An initial amount of R10,000 was suggest for up to August 2024.	
6.4. Communication and Marketing	6.4.1. <u>Membership target</u>: The committee set a target to grow the membership to 120 members by August 2024. 6.4.2. <u>Recruiting of members</u>: The following potential recruitment ideas are to be further investigated: 6.4.2.1. <u>Fire Brigade Call-out costs</u>. It was suggested that FPO contact the CAM Fire Station to establish what the call-out and other fees are should the Fire Brigade attend to a fire on private property and to negotiate for SCCFPA members to have a zero charge for such matters. This will greatly increase the desirability for Suiderstrand owners/residents to join the SCCFPA. 6.4.2.2. <u>Member Identification</u>. It was suggested that a Membership certificate and / or signage (metal profile eg tortoise) to be placed at house/plot of members. This may also increase visibility and desirability to join the SCCFPA. 6.4.3. <u>Marketing and communication strategy</u>. Klaas and Linda will develop the proposed Marketing and Communication strategy to be pursued in 2024. 6.5.1. <u>Light Pollution Awareness</u> – to be included in Marketing and Communication strategy. 6.4.5. <u>Logo/Emblem</u>: Danie indicated that he is currently looking into this.	All Schalk Klaas Klaas & Linda Danie	
6.5. Administration	<u>Membership Database</u> : Schalk to manage Membership Database, Klaas to monitor; Louis also needs access for financial management. This Database is on an Excel Spreadsheet which will be placed on DropBox by Schalk with both Klaas and Louis authorised for access.	Schalk	
6.6. Policy and Legal	6.6.1. The objectives of the Policy and Legal Portfolio for 2024 is to: 6.6.1.1. Obtain acknowledgement and recognition of SCCFPA by local authorities; and 6.6.1.2. Create visibility of SCCFPA by means of signage.	Danie	
7.	Additional Items		
7.1. Large Advertising Signage.	The Chairman has written a letter to CAM wrt Moquini Bay signage. CAM has responded and acknowledged situation and that they are dealing with the matter. The meeting recommends that the chairman is to pursue the matter further, enquire what action has been taken by CAM.	Danie	
7.2. SCCFPA signage	Look at signage to be placed to create awareness about specific communication targets.	Klaas	

	7.3. Place for statues	Chairman suggested the potential to have statues erected in Suiderstrand. The general feeling is that Suiderstrand is not the place for this.	Danie
	7.4. Speed ditches / bumps	It is generally supported that speed control devices needs to be installed to manage the speed of vehicles and simultaneously control storm water run-off. Danie will approach CAM regarding this	Danie
	7.5. Telkom's poles	Telkom has removed most of the cables. Telkom's intentions wrt to the future of the poles are unclear.	Schalk
	7.6. Letter to members	It is submitted that a letter should be sent to all members informing them of various matters relating to the Association.	Danie & Klaas
8.	Next Meeting	05 February 2024 at 16:00 at 7 Kort Steeg, Suiderstrand	Gawie
9.	Meeting adjourned	The meeting adjourned at 18:10	

CONFIRMATION OF MINUTES

Chairperson: Danie Schutte

MINUTES PREPARED BY:

Secretary: Klaas Steyn



SIGNATURE

05 Feb 24

DATE



SIGNATURE