

MINUTES

Ref no.2/1/4/4/2

Date distributed

SPECIAL COUNCIL MEETING OF THE BREEDE VALLEY MUNICIPALITY

2019-09-30 AT 10:00

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
1.	OPENING AND WELCOME	
2.	OFFICIAL NOTICES	
2.1	Disclosure of interests	
2.2	Applications for leave of absence	
3.	CONSIDERATION OF MATTERS SUBMITTED BY THE ADMINISTRATION	
	ITEMS NOT CONCLUDED DURING THE COUNCIL MEETING HELD ON 30 OCTOBER 2018	
3.1	MUNICIPAL COST CONTAINMENT: ADOPTION OF COST CONTAINMENT POLICY AND ALIGNMENT OF EXISTING POLICIES TO COST CONTAINMENT MEASURES	
4.	CLOSURE	
4.1	Copy of notice placed on notice boards	

1. OPENING AND WELCOME

In terms of the Rules of Order for Internal Arrangement By-Law 2012 the chairperson must take the chair at the time stated in the notice of the meeting or as soon thereafter as is reasonably possible: provided that the meeting does not commence later than 30 (thirty) minutes after the time stated in the notice of the meeting and must proceed immediately with the business of the meeting.

The Speaker opened the meeting at 10:10 and welcomed everybody present. The Speaker asked Cllr J.R. Jack to open the meeting with prayer.

The Speaker introduced and welcomed Cllr K. Benjamin to Council.

2. OFFICIAL NOTICES**2.1 DISCLOSURE OF INTERESTS**

Item 5 of the Code of Conduct for councillors' states:

A councillor must –

- (a) disclose to the council, or any committee of which that councillor is a member, any direct or indirect personal or private business interest that that councillor or any spouse, partner or business associate of that councillor may have in any matter before the council or the committee; and
- (b) withdraw from the proceedings of the council or committee when that matter is considered by the council or committee, unless the council or committee decides that the councillors' direct or indirect interest in the matter is trivial or irrelevant.

2.2 APPLICATIONS FOR LEAVE OF ABSENCE

In terms of the Rules of Order for Internal Arrangement By-Law 2012;

- 2.2.1 Every Councillor attending a meeting of the Council must sign his or her name in the attendance register kept for such purpose.
- 2.2.2 A Councillor must attend each meeting except when –
 - (a) Leave of absence is granted in terms of Clause 10; or
 - (b) The Councillor is required to withdraw in terms of law.
- 2.2.3 The Attendance Registers will be available at the meeting.
- 2.2.4 A blank Application for Leave of Absence form is enclosed.

The Speaker received Applications for Leave from Cllrs E.S.C. Matjan, T. Maridi, C. Ismail and Cllr P. Tyira

3. CONSIDERATION OF AGENDA ITEMS**3.1 MUNICIPAL COST CONTAINMENT: ADOPTION OF COST CONTAINMENT POLICY AND ALIGNMENT OF EXISTING POLICIES TO COST CONTAINMENT MEASURES**

File no.: 2/1/1/1

Responsible Official: R. Esau

Directorate: SSS

Portfolio: Strategic Support Services

PURPOSE

The purpose of the item is to adopt a Cost Containment Policy and to amend existing policies to be in line with the Municipal Cost Containment Regulations, 2019.

BACKGROUND

The Local Government: Municipal Cost Containment Regulations (MCCR) were promulgated on 7 June 2019 and came into effect on 1 July 2019. These were submitted to Council on 23 July 2019.

The objective of the MCCR is to ensure that Municipal resources are used effectively, efficiently and economically by implementing cost containment measures.

Regulation 4 (1) prescribes that each Municipality must develop or revise and implement a cost containment policy. Existing policies must be revised and aligned with the MCCR.

Municipalities must adopt these policies by latest, 30 September 2019 as indicated per MFMA Circular 97.

A Workshop was held on 20 September 2019 where the following policies were discussed and duly deliberated:

- a) Cost Containment Policy (New policy)
- b) Donations Policy or alternatively referred to as 'Transfer of Funds in terms of Section 67(4) of the MFMA Policy' (amended policy)
- c) Grants-in-Aid Policy or alternatively referred to as the 'Grants Policy in Terms of Section 67 of the MFMA' (amended policy)
- d) Ward Committee Projects Funding Policy (amended policy), and
- e) Fleet Management Policy (new Policy)

The amendments to the attached Policies are highlighted in yellow.

FINANCIAL IMPLICATIONS

No direct expenditure. Implementation of Policies will result in decrease of expenditure.

RELEVANT LEGISLATION

Local Government: Municipal Finance Management Act, No.56 of 2003

Municipal Cost Containment Regulations, 2019

Municipal Supply Chain Management Regulations

Brede Valley Municipality Supply Chain Management Policy (as amended)

Brede Valley Municipality Subsistence and Transport Policy

Comment of Directorates / Departments concerned:**Municipal Manager: Recommendation supported****Director: Strategic Support Services: Author of the Item****Director: Financial Services: Recommendation supported****Director: Technical Services: Recommendation supported****Director: Community Services: Recommendation supported****RECOMMENDATION**

That in respect of –

**MUNICIPAL COST CONTAINMENT: ADOPTION OF COST CONTAINMENT POLICY
AND ALIGNMENT OF EXISTING POLICIES TO COST CONTAINMENT MEASURES**

as discussed by Council at the Special Council meeting held on 30 September 2019 Council decide:

1. That the following Policies be approved or adopted as submitted herewith:
 - a) Cost Containment Policy (New policy)
 - b) Donations Policy or alternatively referred to as 'Transfer of Funds in terms of Section 67(4) of the MFMA Policy' (amended policy)
 - c) Grants-in-Aid Policy or alternatively referred to as the 'Grants Policy in Terms of Section 67 of the MFMA' (amended policy)
 - d) Ward Committee Projects Funding Policy (amended policy), and
 - e) Fleet Management Policy (new Policy)

 2. The implementation date of the above policies shall be 1 October 2019.
-

PROPOSED: CLLR W.R. MEIRING

SECONDED: ALDERMAN A. STEYN

24 VOTES IN FAVOUR OF RECOMMENDATION. NONE AGAINST

RESOLVED

C71/2019

That in respect of –

MUNICIPAL COST CONTAINMENT: ADOPTION OF COST CONTAINMENT POLICY

AND ALIGNMENT OF EXISTING POLICIES TO COST CONTAINMENT MEASURES

as discussed by Council at the Special Council meeting held on 30 September 2019 Council decide:

1. That the following Policies be approved or adopted as submitted herewith:
 - a) Cost Containment Policy (New policy)
 - b) Donations Policy or alternatively referred to as 'Transfer of Funds in terms of Section 67(4) of the MFMA Policy' (amended policy)
 - c) Grants-in-Aid Policy or alternatively referred to as the 'Grants Policy in Terms of Section 67 of the MFMA' (amended policy)
 - d) Ward Committee Projects Funding Policy (amended policy)

2. The implementation date of the above policies shall be 1 October 2019.

(Council unanimously agreed that the Fleet Management Policy stand over until the next Council Meeting.)

3. CLOSURE

The meeting terminated at 10h30

4.1 COPY OF NOTICE PLACED ON NOTICE BOARDS

For information, a copy of the Notice follows:

NOTICE IS HEREBY GIVEN that a **SPECIAL COUNCIL MEETING** of the **Breede Valley Municipality** will be held on **MONDAY, 30 SEPTEMBER 2019 at 10:00** in the **COUNCIL CHAMBERS, CWDM, 51 TRAPPE STREET, WORCESTER**

Members of the media and the public wishing to attend the meeting must please contact **Mr. J.R. Botha (Public Relations Officer)** at **023 348 2807** during office hours to book one of the **16 (sixteen) seats available to the public** on a first come first served basis. The list will be closed at **15:15 on Friday, 27 September 2019** and will be handed to Security officials the morning of the meeting. Only persons whose names appear on the list will be allowed to attend the meeting and they must be seated at least five minutes before the scheduled start of the meeting. Once the meeting has started, no member of the public will be allowed into the meeting. If a member of the public leaves the meeting venue during the course of the meeting, he / she will not be allowed to return to the meeting.

KENNIS GESKIED HIERMEE dat 'n **SPESIALE RAADSVERGADERING** van die **Breede Vallei Munisipaliteit** op **MAANDAG, 30 SEPTEMBER 2019 om 10:00** gehou sal word in die **RAADSAAL, KWDM, TRAPPESTRAAT 51, WORCESTER**

Lede van die media en die publiek wat graag die vergadering wil bywoon moet asseblief **Mnr. J.R. Botha (Skakelbeampte)** by **023 348 2807** gedurende kantoorure kontak om een van die **16 (sestien) sitplekke wat vir die publiek beskikbaar is** op 'n "first come first served basis" te bespreek. Die lys sal om **15:15 op Vrydag, 27 September 2019** sluit en sal aan Sekuriteitbeamptes die oggend van die vergadering gegee word. Alleenlik persone wie se name op die lys verskyn sal toegelaat word om die vergadering by te woon en hulle moet 'n sitplek inneem minstens vyf minute voor die geskeduleerde tyd van die vergadering. Niemand sal tot die vergadering toegelaat word wanneer dit reeds begin het nie. Indien 'n lid van die publiek die vergaderplek gedurende die duur van die vergadering verlaat sal hy / sy nie weer tot die vergadering toegelaat word nie.

D. MCTHOMAS
MUNICIPAL MANAGER/MUNISIPALE BESTUURDER

SEPTEMBER 2019
