OBSERVATORY IMPROVEMENT DISTRICT

DRAFT Annual General Meeting Minutes

Date: Thursday 22 October 2026

Venue: Observatory Improvement District offices, 13A St Michaels Street, Observatory

Present: 21 *members, 1 CID branch staff member, 12 visitors, 2 OBSID staff members in attendance, 7 proxies received.*

1. Registration (from 17:30 to 18:00):

All present signed the relevant attendance register. Documentation relevant to the meeting was available on the OBSID website from the 1st of October 2026.

2. Welcome and apologies:

Matt Tyrrell welcomed all members, visitors and staff present at the Annual General Meeting. He stated that the meeting was quorate and could go ahead. He stated that 7 members had submitted proxies.

3. Membership – resignations and new:

Seventeen (17) new members were recorded.
Two members resigned
16 members lapsed due to non-attendance of meetings

Total membership is currently reported at 44 members.

4. Quorum to constitute a meeting:

It was noted that the meeting was quorate – 21 members in attendance, 7 proxies received, a total of 28 members represented out of a membership of 44 (5 required for a quorum).

5. Approval of previous AGM minutes: The

The minutes of the previous meeting, held on October 23rd 2025, were made available on the website prior to the meeting No corrections were noted.

Mark Neville proposed that the minutes be accepted, and those in attendance unanimously approved this motion.

6. Matters Arising:

Membership: I was note at the Previous AGM that the Membership levels where falling, this year OBSID activity promoted membership, We are please share that 17 new Members put their hand up to offer their services, and we did loose 16 to lapses.

Boundary extension: Previous interest in extending the boundary had waned. However, this year's community survey indicated strong support for exploring services for the Two Rivers Urban Park. Given the additional costs, OBSID would like to take time to explore partnerships with businesses and other stakeholders interested in the park's management to share the costs.

Staff: OBSID considered last year's suggestion to invite community donations for staff but decided against a formal scheme, as the public already supports the team in various ways. Although this review covers 2025/26, it was noted that OBSID restructured this year and retrenched the cleaning team. Essential Cleaning Services will be appointed as the service provider from 1st November.

7. Chairperson's report:

Justin Ashley presented his report on behalf of the Board for the 2025/26 financial year. He noted that, in its eighteenth year, OBSID continued to respond to Observatory's needs across public safety, public-space management and social support.

The Board focused on sound governance, financial resilience and delivery of the approved business plan. OBSID complied with applicable King IV principles. Directors fulfilled their Board Charter responsibilities, non-executive director independence was assessed, and the Board monitored performance, risk, procurement and delegated authority.

OBSID closed the year with reserves of approximately R4 million at 30 June 2026, including a ring-fenced working capital reserve equal to three months' revenue. Approximately R2 million in surplus funds remained after investments during the year. Subject to approval, these funds were earmarked for strategic projects, including placemaking, public-space improvements, the Village Green and promoting Observatory. The approved 2026/27 budget provides a stable platform for the year ahead.

Key results included Public Safety Officers supporting 49 arrests and completing 3,688 proactive interventions; Urban Management collecting over 56,000 bags of waste and following up on more than 1,000 municipal service requests; and Social Development recording 1,091 counselling sessions. The report also noted investment in CCTV, Licence Plate Recognition, communications and community composting, and a growing focus on local economic activity and community identity.

Looking ahead, the Board would protect core services while investing in safety, clean public spaces, social support, environmental sustainability, and Observatory's businesses, heritage, arts and culture. The Chairperson thanked the OBSID team, service providers, partners, directors, City representatives and property owners for their contributions and continued trust.

8. Feedback on operations:

Matt Tyrrell presented a summary of the OBSID's work.

To set the scene, Matt reflected on the current term's achievements:

- Stable governance and achieving unqualified audits;
- Achieving measurable reductions in reported crime incidents
- Strengthening public safety deployment
- Notify Me! platform;
- Public Safety Technology: Invested in CCTV infrastructure
- upgraded and expanded the License Plate Recognition (LPR) network.
- Introducing body-worn cameras and improved digital reporting systems;
- Stormwater Maintenance:
- Urban Greening Projects:
- Community composting site.
- Streetopia Returned:
- Destination Marketing:
- Obs Live:

Matt invited members to consider how perceptions of crime shape views of Observatory and to look beyond incident figures alone. While acknowledging that every incident matters, the report highlighted the importance of recognising successful interventions, crimes prevented and the collective efforts helping to make Observatory safer, more welcoming and vibrant.

Matt presented the data for each of the teams

Public Safety: Reported crime incidents have decreased over the last term, with visible step changes, which is clear to see. Through visible policing, effective use of technology, the Notify Me! system, and strong communication, we continue to make meaningful progress in reducing crime across Observatory.

Urban Cleaning: Our partnership with Straatwerk continues to grow, providing job habilitation opportunities for individuals transitioning off the streets or recovering from substance abuse. We've also increased our cleaning capacity by adding a stormwater cleaning team, keeping the business district cleaner and more functional. Due to the success of the team, we notice that OBSID is supporting illegal dumping with efficient clean up services – rather the focusing on the source and dealing with the offenders. This time next year I want to report a reduction in dumping, as we tackle the problem.

Social Development: To demonstrate the work of the team, Matt shared a true story, of client getting to the point of leaving the street, and the work that goes into achieving this. And how the work was undone by one kind individual giving R100 to the client, who then relapsed. And is still living on the streets today.

9. Approval of the Annual report 2025/26

After questions from the floor Matt asked for the approval the Annual report

Edwin Angless proposed that the Annual Report be approved, and those in attendance unanimously accepted

10 Noting of Audited Financial Statements 2025-26, including noting of surplus expenditure:

Matt Tyrrell presented the 2025–26 AFS, noting an unqualified audit opinion with no findings (a clean audit). The City's Executive Directorate noted that OBSID spent 101% of its budget, with overspending of R15,000 on Public Safety and R9,000 on depreciation.

Turning to the surplus funds used in 2025/26 R791,364 surplus funds were used as approved by the Board. For the following projects

- CCTV/LPR – Cameras, and installations
- Obs Live - Project
- Storm water drain, cleaning.
- Marketing – What's on in Cape Town
- Composting Project

Henri proposed that the AFS be approved, and those in attendance unanimously accepted.

11 Approval of extension of the CID term and new Business Plan for 2027 – 2032 (includes the approval of the 2027/28 annual budget, surplus utilisation and Implementation Plan)

Matt Tyrrell presented the proposed 5 year business plan, which had been made available on the OBSID website prior to the meeting.

Over 18 years, OBSID has build a strong capability, and for the next 5 years we propose business as usaul, with no plan increase in operational expense other the inflation. – Target 6% year on year.

Public Safety:

As the major spend in the overall budget – The budget provides for equipment to be replaced as it reaches the end of its useful life. OBSID will continue to monitor technological developments and consider how they can be integrated into the team's operations, while recognising that visibility remains essential.

Urban Cleaning and Greening

Essential Services will handle most cleaning, with Straatwerk providing stormwater cleaning, graffiti removal and afternoon litter picking.

Llewelyn and his team maintain parks and public open spaces two days a week. We will continue to identify areas for improvement and placemaking.

Social Development:

Matt reflected on the Social Development programme as OBSID prepares its next five-year business plan. He acknowledged the compassion and commitment of organisations supporting people experiencing homelessness, while noting the need to assess whether current interventions are achieving lasting outcomes for people facing chronic homelessness, mental illness, substance dependency and social exclusion.

He proposed maintaining a strong focus on early intervention, where OBSID's Social Development team can support people before their circumstances become entrenched through referrals, assistance and reintegration. He also recognised the value of community organisations and volunteers who provide practical support, food and dignity, and noted that trauma-informed engagement training could strengthen this work.

Matt has identified structured mental health outreach as a gap in the current approach. Some individuals require professional assessment, access to psychiatric care and treatment, and sustained case management beyond what a conventional social development programme or volunteer organisation can provide. He suggested exploring partnerships with specialist mental health organisations rather than duplicating existing services.

He emphasised that OBSID cannot address homelessness or mental health challenges alone; coordinated involvement from the City, provincial health services, NGOs and the wider community is needed. As OBSID develops its next five-year plan, he recommended retaining early-intervention work while placing greater emphasis on specialist partnerships, mental health outreach and sustained individual outcomes. The programme's success, he said, should be assessed not only by the number of people engaged, but also by the meaningful changes achieved in their lives.

Communication:

OBSID will continue to build Observatory's destination marketing while ensuring that community education and reporting remain priorities.

Questions from the Members –

A member asked why the Social Development budget was low compared with other workstreams and whether OBSID was investing too heavily in Public Safety. In response, it was noted that OBSID employs a social worker and an auxiliary field worker, representing a significant contribution for a CID of its size that may not be apparent from the budget comparison. OBSID will continue to research and seek service providers capable of achieving meaningful change. It was acknowledged that no provider currently identified fully meets Observatory's needs.

Clare proposed that the implementation plan be approved, and those in attendance unanimously accepted this.

12. Approval of the implementation plan for 2026 – 2027:

Matt Tyrrell referred members to the proposed implementation plan, available on the OBSID website.
He acknowledged that this marks the final year of the current five-year plan, which was developed using a city-led template.

No questions were received from the audience.
Henri proposed that the implementation plan be approved, and those in attendance unanimously accepted this.

11. Appointment of Auditors:

The Board proposes that members defer the appointment of auditors and grant the Board a mandate to undertake a competitive review process and appoint an auditor by February 2027. The outcome will be communicated to the members through our usual communication channels

Clare proposed that the implementation plan be approved, and those in attendance unanimously accepted this.

12. Confirmation of Company Secretary:

Matt Tyrrell thanked Ursula Genthe as OBSID Company Secretary and her professional service. And requested that this appointment be reconfirmed for a further year. The appointment was unanimously approved by those in attendance.

13. Election of Board Members:

Justin Ashley advised the meeting that four nominations had been received for four vacant director roles; therefore, an election was not required. The nominations were proposed by Julie van der Vlugt and unanimously approved by those in attendance. Congratulations were extended to the four nominees –

Justin Ashley
Edwin Angless
Sean Walpole
Gillian Erasmus

14. General / Q&A:

Caroylin Nevile – Noted the growing number of cannabis stores in Observatory and questioned whether this was beneficial and reflected the community's wishes. She requested that OBSID establish a strong business forum and to aggressively engage landlords to encourage fully legal and compliant businesses to operate in Observatory. Matt noted her proposal and would ask the Board to consider it and report back.

16. Adjournment:

Justin Ashley thanked everyone present for their attendance and participation, and the meeting adjourned at 19h30.

CHAIR DATE