

OBSERVATORY IMPROVEMENT DISTRICT

DRAFT Annual General Meeting Minutes

Date: Thursday 26 October 2023

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

Present: 15 members, 1 CID branch staff member, 4 visitors, 3 OBSID staff members in attendance, 10 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 9th October 2023.

2. Welcome and apologies:

Justin Ashley 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 10 members had submitted proxies.

2.1 Membership – resignations and new:

Three (3) new members were recorded. Total Membership is currently reported at 93 Members.

2.2 Quorum to constitute a meeting:

It was noted that the meeting was quorate – 15 members in attendance, 10 proxies received, a total of 25 members represented out of a membership of 93 (19 required for a quorum).

3. Approval of previous AGM minutes:

The minutes of the previous meeting, held on October 27th 2022, were made available on the website prior to the meeting. No corrections were noted. Kari Cousins proposed that the minutes be accepted, and those in attendance unanimously approved this motion.

4. Chairperson's report:

Justin Ashley referred the meeting to the detailed Chairperson's report in the Annual Review that was given to members and available on the OBSID website.

He highlighted Amanda's achievements over the last five years, wishing her all the very best in her new challenge of setting up the new Clifton CID.

OBSID's largest programme remained public safety, with OBSID engaged daily in proactive measures to prevent crime and respond to support residents when they needed it. This capacity will be gain a further investment with a fourth petrol vehicle due to start on the first of November.

The OBSID's social development programme continues to provide service and support to our community. The focus is on building sustainable partnerships and impactful pathways of support through work-based rehabilitation, in-depth case management, and a full-time qualified social worker.

The OBSID's cleaning teams were on the streets daily, keeping Obs looking clean.

Justin thanked Amanda Kirk for her strong leadership and applauded the efforts of the entire OBSID team.

5. Feedback on operations:

Amanda Kirk presented a summary of the OBSID's work. She referred the meeting to the comprehensive report contained in the Annual Review, focusing her presentation on the core programmes of public safety, urban management, and social development. She acknowledged the contributions of the entire OBSID team and introduced the team members in attendance.

6. Noting of Audited Financial Statements 2022-23, including noting of surplus expenditure:

Matt Tyrrell presented the AFS for 2022-23, highlighting both surplus funds utilised and the positive cash position the OBSID is in and explained that this would allow for the continued development and implementation of a wide range of defined and sustainable projects in both the current and the next financial year aligned to the OBSID public spaces policy.

No questions were posed on the contents; Kari Cousins proposed that the AFS be approved, and those in attendance unanimously accepted.

7. Approval of the surplus funds utilisation 2024-25

Matt Tyrrell referred members to the surplus funds to be utilised on the website. The current bakkie used by the urban cleaning team has reached the end of its working life and will be replaced using surplus funds via Capital expense. The proposal is to trade the vehicle in to minimise the expense.

No questions were posed; Imile de Villiers proposed that the use of the surplus funds be approved, and those in attendance unanimously accepted these.

8. Approval of the budget for 2023 – 2024:

Matt Tyrrell referred members to the proposed budget available on the website. He explained that the bulk of the increase in costs related to contract price increases in the public safety service as well as the deployment of a fourth vehicle and provided an overview of other budget elements. The proposed budget aligned with the 5-year plan with a planned increase of 8.4% per year.

Sarah Driver-Jowitt proposed that the budget be approved and those in attendance unanimously accepted this.

A summary of the OBSID financial position was presented to those in attendance for their information and reference.

9. Approval of the implementation plan for 2023 – 2024:

Matt Tyrrell referred members to the proposed implementation plan on the website. He acknowledges that this is a mature business with a great strategy that he has inherited.

The current public safety team works well, with strong visible policing and support services offered. We continue to research and ensure the best return on investment and resource allocation.

Urban cleaning teams are a team to be proud of, diligently working seven days a week. We have increased its outreach with Greening projects and a second team to provide afternoon cleaning.

Social Development continues with successes and offering social services. We are looking to partner and find a first contact service centre for the team to build upon.

We are currently researching urban development, in particular Lower Main Road, and asking how we can make it more pedestrian-friendly and attract more foot traffic to Observatory.

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

10. Appointment of Auditors:

Matt Tyrrell reminded the meeting that Cecil Kilpin and Co. had been OBSID Auditors for four years and requested that this appointment be reconfirmed for one further year. However, we will have a new Auditor for 2024/25.

This appointment was proposed by Sarah Driver-Jowitt and unanimously approved by those in attendance.

11. Confirmation of Company Secretary:

Matt Tyrrell reminded the meeting that Ursula Genthe was serving as OBSID Company Secretary and requested that this appointment be reconfirmed for a further year. The appointment was unanimously approved by those in attendance.

12. Election of Board Members:

Matt Tyrrell advised the meeting that four nominations had been received for vacant director roles; therefore, an election was not required. Nominees in attendance introduced themselves. Congratulations were extended to the four nominees – Justin Ashley, Kari Cousins, Edwin Angless, and Janet Cronje - on their appointments to the OBSID Board.

Justin Ashley explained that in following good governance, one-third of the Board is required to step down every year, and you may if you so wish to, make yourself available for re-election.

The Board notes that the minimum number required for a board is three and resolved that nine would be an ideal number for OBSID board.

Justin Ashley thanked Imile de Villars for his service to the OBSID board.

13. Special Resolution: Amendment of the new Memorandum of Incorporation (MOI) as contemplated in Section 16(5)(a) of the Companies Act, Act 71 of 2008.

Matt Tyrrell advised the Members that the change was to ensure we stayed up to date with current legislation, with recent changes to the CID Bylaws. Matt Took the members through four slides with the proposed changes,

Questions

Q: Why reduce the requirements for a Quorum, and why Terminate Membership due to inactivity?

To ensure business can be conducted – not every CID is residential or enjoys extensive support and interest. If your membership lapses, you can reapply, and you can not be denied.

Q: Can one property have two members and two votes? No – you can both be Members. The property's value will decide the number of votes, and we ask each house to nominate a represented member. Yes, we do have Members in the business that own more than one property. We have 93 Members and 142 Votes.

No further questions were received from the audience. Sarah Driver-Jowitt proposed that the Amendments be accepted and approved, and those in attendance unanimously accepted this.

14. General / Q&A:

Questions from the floor were asked and answered about the current cleaning plan, and how we had added a second team to clean areas like Station Road, and confirmation that the CID boundary is Ossian Road, and to speak to the city if you believe more services are required.

15. Adjournment:

Justin Ashley thanked everyone present for their attendance and participation, and the meeting adjourned at 19h15.

CHAIRPERSON

DATE