



Bitou Local Municipality  
Bitou Plaaslike Munisipaliteit  
Umasipala WeBitou

# **SPECIAL MAYORAL COMMITTEE MEETING**

Venue: Council Chambers, Municipal Offices, Sewell  
Street, Plettenberg Bay

**Date: 13 DECEMBER 2024**

**Time: 09h40**



## **BITOU LOCAL MUNICIPALITY**

13 December 2024

**Members of the Mayoral Committee  
Acting Municipal Manager  
Directors and acting Directors**

### **SPECIAL MAYORAL COMMITTEE MEETING: FRIDAY, 13 DECEMBER 2024 AT 9h40**

**NOTICE** is hereby given that a Mayoral Committee Meeting will be held in the **Council Chamber, Municipal Offices, Sewell Street, Plettenberg Bay** on **FRIDAY, 13 DECEMBER 2024 at 9h40**, to consider the business set forth in the Agenda.

Yours faithfully

**J N KAMKAM**  
**EXECUTIVE MAYOR**

### **Constitution of the Mayoral Committee:**

The Deputy Executive Mayor, Councillor N P Kolwapi  
Member of the Mayoral Committee, Councillor W J Nel  
Member of the Mayoral Committee, Councillor A R Olivier

# **Bitou Local Municipality**

## **Special Mayoral Committee Agenda**

**13 December 2024**

### **Order of Business**

1. **OPENING**

2. **ATTENDANCE**

The Attendance registers will be circulated at the meeting.

3. **APPLICATION FOR LEAVE OF ABSENCE**

Application for leave of absence, if necessary, will be considered.

4. **DECLARATION OF INTEREST**

5. **CONFIRMATION OF MINUTES**

None

6. **COMMUNICATION BY THE EXECUTIVE MAYOR**

7. **PRESENTATIONS**

None

8. **ITEMS FOR INFORMATION WHICH HAVE BEEN DEALT WITH BY THE PORTFOLIO COMMITTEES IN TERMS OF DELEGATED AUTHORITY**

None

9. **NOTING OF OUTSTANDING MAYCO RESOLUTIONS**

None



**10. CONSIDERATION OF REPORTS (OPEN)**

**Section 1: Office of the Municipal Manager**

No Items for consideration

**Section 2: Directorate Financial Services**

Schedule of Item attached

**Section 3: Directorate Corporate Services**

No Items for consideration

**Section 4: Directorate Community Services**

No Items for consideration

**Section 5: Directorate Engineering Services**

No Items for consideration

**Section 6: Directorate Economic Development and Planning**

No Items for consideration

**11. IN-COMMITTEE MATTERS**

None

**11.2 In-Committee Items**

None

**12. RECORDING OF COUNCILLORS PRESENT**

**13. CLOSURE**

## **10. CONSIDERATION OF REPORTS**

**SECTION 1**

**OFFICE OF THE MUNICIPAL  
MANAGER**

## Section 2: Finance

ITEM M/2/282/12 /24

### CONSIDERATION OF GRANT IN AID ALLOCATIONS

**Portfolio Comm:** Finance and Corporate  
**File Ref:** 3/4/1

**Demarcation:** All Wards  
**Delegation:** MayCo

**Attachments:** Annexure “A”- Grant in Aid committee minutes  
Annexure “B”- Grant in Aid Schedule

**Report from:** Acting Director: Financial Services

**Author:** Acting Director Financial Services

**Date:** 09 December 2024

### **PURPOSE OF THE REPORT**

To present to the Mayor, a schedule of Grant in Aid allocations recommended for approval for the 2024/2025 financial year.

### **BACKGROUND /DISCUSSION**

The municipality annually advertises the opportunity for NGO’s, NPO’s and other welfare organisations to apply for grant in aid allocations in accordance with the grant in aid policy of the municipality.

In accordance with the policy requirements, the CFO convened a Grant in Aid Committee to consider the applications that were submitted.

The applications were firstly vetted for compliance with the policy requirements by a senior finance official, whereafter a spreadsheet was drafted indicating the extent to which the applications met the requirements of the policy.

The grant in aid committee thereafter reviewed the applications, interrogated the information submitted and concluded on recommended awards as per Annexure “B”

### **FINANCIAL IMPLICATION**

The total Budget for grant in aid allocation for the 2024/2025 financial year amount to R1,900,000  
The total allocations recommended amount to R1,820,000

### **RELEVANT LEGISLATION**

MFMA, Section 67  
Municipal Grant in Aid Policy.

## **Section 2: Finance**

### **RECOMMENDED BY THE MUNICIPAL MANAGER**

1. That the content of the report and the minutes of the Grant in Aid Committee attached as Annexure “A” to the agenda, be noted.
2. That the Mayor consider the Grant in Aid allocations to be made as per Annexure “B”, circulated with the agenda.
3. That prior to disbursements being done the Grant in Aid Agreement as required in accordance with Section 67 of the Municipal Finance Management Act, (Act 56 of 2003) be entered into between the grant recipients and the Municipality.



**MINUTES OF THE GRANT IN AID MEETING 6 DECEMBER 2024 IN  
CONTINUATION MEETING HELD ON 6 DECEMBER 2024 AT 09H00 IN  
THE OFFICE OF THE CFO**

**In attendance:**

**F M Lötter: Senior Manager, Governance and Compliance**

**A Zindlu: Acting CFO**

**Mr N Maredi: Manager SCM**

**Manager in the office of the Mayor: S Liwani**

**Manager in office of the Deputy Mayor: V Thomas - Apology**

**Manager in the office of the Speaker: S James**

**LED Official: J Lottering present in the meeting of 28 November 2024**

**Declaration of Interest:**

All present declared that they had no personal interest in the agenda items and no personal interest in any of the organisations considered for Grants in Aid as per the Excel spreadsheet that was discussed.

**Meeting procedure**

The ACFO requested Mr Lötter to lead the meeting as he was dealing with the matter as the Acting CFO in the meeting of 28 November and this meeting was a continuation thereof to clear matters where questions was raised. Mr Lötter continued in leading the discussions in the meeting.

No.	Subject
1.	Opening and Welcoming: The ACFO opened the meeting and welcomed everyone present
2.	Attendance and Apologies: All invitees are present in the meeting as per the invitation sent
3.	Confirmation of the Agenda, the agenda was adopted as the complete order of business
<b>4.</b>	<b>Matters for Discussion</b>
4.1.	Grant in aid policy: The Chairperson gave a brief overview of the grant in aid policy and discussed the grant in aid policy requirements for the allocations of grants with the members of the committee.
4.2.	Principles and requirements in respect of the allocation of grants in aid: The ACFO highlighted the process to be followed, the criteria as per the policy as well as the levels of authority and oversight in respect of the allocation of grants in aid in accordance with Section 67 of the MFMA as well as the municipal grant in aid policy requirements.
4.3.	Budget available for grants allocation: A discussion was held in respect of the amount that is available, the limitation of funding, the responsibility of the municipality in respect of community and social development and care and it was emphasised that only R1,900,000 is available for distribution to qualifying NGO/NPO's for the 2024/2025 financial year.
4.4.	<p>Consideration and evaluation of applications submitted:</p> <p>The members took note of the task performed by Mr Maredi in the vetting process of the applicants. The Excell spreadsheet list was flighted, and the members went through the list one by one to satisfy themselves that the conditions were indeed met by prospective grant recipients.</p> <p>A discussion was held, and a variety of applications were discussed where ambiguities were evident, a principle of consistency in decision making was adopted to ensure that all applicants were treated fairly and consistently without favour or prejudice to anyone.</p> <p>It was found that some applications had shortcomings in the business plans, yet it was concluded by the committee members that there is a need for a business plan format to be given to the prospective applicants in future years to allow them to submit applications in the required format with all the necessary information included.</p> <p>The following general comments are to be noted regarding the allocations of grants in aid:</p> <ol style="list-style-type: none"> <li>1. It is necessary that the officials in the office of the Executive do regular visits at the beneficiaries to ensure that the grant conditions are met.</li> </ol>

No.	Subject	
	<p>2. It was noted that various applicants submitted incomplete business or financial plans as well as operating address details in support of their applications, this would not exclude the applicants but it is clear that assistance would be necessary in future applications.</p> <p>3. Where operating address details were insufficient, it is proposed that the officials from the office of the Executive perform visits to the organisations to verify the details in the applications and satisfy themselves about the functioning of the organisations.</p>	
4.5	<b>Other Matters</b>	<b>None</b>
5.	<p><b>Resolutions:</b></p> <ol style="list-style-type: none"> <li>1. That the grant in aid committee, through a verification of process and scrutiny of documents, support the allocations of grants in aid to the organisations identified on the list attached hereto as Annexure "A"</li> <li>2. That the provisional amounts indicated on Annexure "A" be recommended to assist as many NGO/PBO's as possible, but that the final amounts be confirmed by the Executive Mayoral Committee.</li> <li>3. That no funding be paid out to organisations who have not complied with the requirements of their grant in aid agreement of the prior year, and that the outstanding reports be submitted prior to any allocation being made.</li> <li>4. That NGO/PBO's that applied for funding and have outstanding municipal accounts be required to make arrangement for the settlement of their outstanding debt prior to payment being made of the amounts awarded.</li> <li>5. That NGO/PBO's be urged to apply for relief packages as available in accordance with the municipal tariff listing and assessment rates policy on an annual basis.</li> <li>6. That due to the limit funding being available, consideration be given to identifying specific focus areas in the annual grant allocation process to ensure that a visible difference could be made to qualifying institutions on an annual basis.</li> </ol>	
6.	Closure - The ACFO thanked everyone for their participation and attendance, the meeting closed at 10:00	

**A ZINDLU  
ACFO  
CHAIRPERSON**

**Annexure "B"**

Name of Organization (Sec 01)	Amount Requested (Sec 14)	Amount Allocated	Comments
Home for Hope Soup Kitchen and After Care	193 600.00	40 000	Org's Business Plan should be further developed with assistance. However their application is complete and recommended for approval.
Native Roots Development	180 000.00	90 000	Application complete. Recommended for approval,
Vukasizwe Projects	120 000.00	40 000	Business Plan must be enhanced with assistance and better aligned to financial request.
New Life Centre	98 400.00	80 000	Registered ECD. Recommended for approval.
Masiqhame Group	50 000.00	40 000	Bitou Municipal Account not attached, yet further complete recommended for approval.
Ubomi Bethu Community Development	390 000.00	90 000	Application complete. Recommended for approval
Knysna Alcohol and Drug Centre (SANCA Branch)	138 200.00	50 000	Application complete. The Org operates within Bitou.
Griekwa National Conference of SA	280 000.00	70 000	Org to attach the Constitution and Bitou Municipal Services Account.
New Horizon Development Agency	535 000.00	80 000	Confirmation of Bank Details to be supplied.
Plett Animal Welfare Services	50 000.00	50 000	Application complete. Recommended for approval,
Simile Singomama	600 000.00	40 000	Amount requested needs to be linked to Org's Objectives, assistance to be provided administratively. Org's Operating Address to be confirmed.
Bongolwethu Home Educare Centre	150 000.00	90 000	Application complete. Recommended for approval
Flamingo Edu-care	150 000.00	30 000	Registered ECD. Recommended for approval.
Building the Walls of Communities	100 000.00	80 000	Org should consider reviewing its Business Plan. The Bitou Services Account is not attached.
FAMSA Plettenberg Bay	104 073.00	50 000	Org operates within the Bitou Area. It can be recommended for financial assistance.
Vusumzi Soup Kitchen	400 000.00	90 000	Application complete. Recommended for approval.
Edu-Plett	220 000.00	90 000	Application complete. Recommended for approval.
Libongwe Ngabantu Community Empowerment	450 000.00	90 000	Org's Business Plan needs some work, assistance to be provided . Application is recommended for approval
Youth for Change	100 000.00	40 000	Org should be allowed to present it's Business Proposal on Project 2 to the municipality. Org has a potential of demonstrating good financial discipline practices.
Hope of Life	450 000.00	90 000	Application complete. Recommended for approval.
Bitou 10 Education and Development Foundation	206 000.00	90 000	Application complete. Recommended for approval.
Child Welfare SA - Plettenberg Bay	150 000.00	40 000	Recommendation to funding of Org's Activity 13 (One child abuse prevention programme for 80 children per year.
Chisa Talent	128 100.00	70 000	Application complete. Recommended for approval.
All Nations Satisfactory Centre	300 000.00	90 000	Application complete. Recommended for approval.
Crags Foundation	950 000.00	40 000	Application forwarded to panel for decision.
Pineland Creche	70 000.00	60 000	Org to further elaborate on business plan, The funding request is based on renovations to the institution, guidance to be given administratively.
Kwezi-Lokusa Educare Centre	100 000.00	70 000	Bitou Municipal Acc not attached. Address details to be confirmed by administration
Luthando Soup Kitchen	100 000.00	40 000	Business Plan needs to be further developed administrative assistance to be given.
		<b>1 820 000</b>	