

MINUTES

1ST SPECIAL COUNCIL MEETING

of

MATJHABENG MUNICIPALITY

held on

27 JANUARY 2004

at

16:00

**COUNCILLORS PRESENT : 1st SPECIAL COUNCIL MEETING :
27 JANUARY 2004**

ANC

PROPORTIONAL			
1.	Leeuw SJ (Executive Mayor)	14.	Dlova TW
2.	Matsepe TV (Speaker)	15.	Ikaneng MI
3.	Khalipa TD	16.	Mafantire JM (Telephonic Apology)
4.	Menong KS (Until 17:00)	17.	Mafongosi VZ (Absent)
5.	Ramaisa KA	18.	Mashinini NL
6.	Tladi RE	19.	Alexander RR (Sick Note)
7.	Thuthani ZA (Written Apology)	20.	Radebe ML
8.	Matosa AN	21.	Sephiri MJ (Attended Course)
9.	Matlabe MMT	22.	Tihone ML
10.	Mbana MA	23.	Vanga M
11.	Mokhathi PE	24.	Kotzee D
12.	Bengu VV (Absent)	25.	Masoleng NI
13.	Dali VN	26.	Kujoana MA (Attended Course)
WARD			
27.	Matsbukanye MM	42.	Mfebe MSE
28.	Tshabangu SE	43.	Mhlaba N (Absent)
29.	Mohlodi PP (Absent)	44.	Mokolutlo LA
30.	Mogole RR (Absent)	45.	Montshioa BA
31.	Liphoko SJ (Absent)	46.	Mosala MS
32.	Mokoena ME (Absent)	47.	Nakwa TA
33.	Masienyane MD	48.	Ngangelizwe S
34.	Baaitjies M (Absent)	49.	Radebe LLF
35.	Dassie YS (Attended Course)	50.	Ramojela JN
36.	Dlamini SC (Until 17:00)	51.	Rubulana L
37.	James TH (Written Apology)	52.	Seboholi CP
38.	Tsubane ME	53.	Taliwe FE
39.	Mabuya FF	54.	Thoabala TE
40.	Manzana NR	55.	Tsoene TD
41.	Masoka NL	56.	Tsatsa SJ

II

DA

PROPORTIONAL			
57.	Fourie JJC	61.	Maqena AM
58.	Marais (Dr) JS	62.	Ntsala MM (Absent)
59.	Auret IH	63.	Olivier JJ
60.	Neumann VH	64.	Styger A
WARD			
65.	Bothma B	68.	Edeling JH
66.	Louw ML	69.	Van Rooyen HC
67.	Smit DC (Written Apology)	70.	Du Toit JJB

UDM

PROPORTIONAL	
71.	Motshabi MP (Absent)

PAC

PROPORTIONAL	
72.	Majoe TS (Absent)

OFFICIALS

Mr RSB Sesele	–	Municipal Manager
Mr V Adonis	–	Corporate Executive Manager : Community Services and Social Development
Mr TR Shiringani	–	Manager : Council Administration
Ms AC Schoeman	-	Administrative Officer
Mr I Lekaowa		
Mr D Mana		

1. OPENING

Pastor Edie O'Neal opened the meeting with Scripture reading and Pastor Yvonne O'Neal said a prayer.

2. APPLICATIONS FOR LEAVE OF ABSENCE

See Attendance List.

3. OFFICIAL ANNOUNCEMENTS BY THE SPEAKER

The Speaker sympathised with all Councillors who had lost beloved ones during the Festive Season.



The Speaker congratulated the following Councillors on their birthdays, which would be in February:

Mafantire JM	05
Thuthani ZA	07
Mokoena ME	07
Tsoene TD	16
Dlamini SC	18
Motshabi MP	21
Seboholi CP	22
Maqena AM	29

The Speaker, on behalf of Cllr Thoabala, invited all Councillors to the opening of the 'Big Screen' at Kutlwanong at 18:30.

The Speaker introduced Me Pauline Peel from ASAGP (Australia South Africa Government Partnership) who was going to work with Council for the next 10 weeks.

Me Peel gave a short background on the reason for her visit to Matjhabeng and told Council that she would work with Ward Committees.

4. DISCLOSURE OF INTEREST

None

5.1 MAYORAL YEAR OPENING ADDRESS

The Executive Mayor delivered his annual address, which is attached as **Annexure "A"** of these minutes.

5.2 NEW YEAR MESSAGE OF POLITICAL PARTIES

The Speaker afforded the various Political Parties the opportunity to deliver a New Year Message to Council.

***PAC** - None.

***UDM** – None.

***DA** - Cllr Dr JS Marais on behalf of the DA extended his wish to every Councillor and official for a very prosperous new year. He said that he further wished that Council could speed up service delivery, retain the Moto GP, get the freight airport and that the elections would be free and fair.

***ANC** - Cllr Khalipha on behalf of the ANC extended their best wishes for 2004, especially with the elections and the celebration of 10 years of democracy.

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5. ITEMS FOR DISCUSSION

The Speaker presented items SA1/2004 and SA2/2004, which were discussed and the resolutions in this regard are on pages **1 - 2** of the minutes.

6. CLOSING

The meeting terminated at **17:35**.

TV MATSEPE (SPEAKER)

DATE

SA1/2004

DRAFT SCHEDULE OF MEETINGS FOR COUNCIL, MAYORAL COMMITTEE, SECTION 79 TO 80 COMMITTEES, MANAGEMENT AND THE LOCAL LABOUR FORUM (3/1/3/1) (MCA) (CS) (P1 : ANNEXURE P 1 – 12)

COUNCIL RESOLVED (27 JANUARY 2004)

[MCA]

That the Schedule of Meetings attached as **ANNEXURE “B” BE ACCEPTED.**

SA2/2004

FINANCIAL REPORTS FOR AUGUST, SEPTEMBER, OCTOBER AND NOVEMBER 2003 (6/12/2/1) (CFO) (P2 : ANNEXURE P13 – 34)

The Executive Mayor presented the Financial Statements for August, September, October and November 2003 and requested that they be accepted as a true reflection of Council's finances.

The Executive Mayor informed the Council that he held a meeting with the officials from the Financial Management Department and at that meeting he highlighted the following areas of concern:

- (a) The font size was too small as the statements were illegible.
- (b) The information on old debts should be corrected and a policy should be drafted on the writing off of debts.
- (c) Water and Electricity accounts should be corrected.
- (d) Suspense account – problems regarding reference numbers to be sorted out.
- (e) Information on water meters should be corrected.
- (f) More regular feedback should be given on loans – once every 6 months.
- (g) Notes of explanation needed on statements.
- (h) Action taken to curb problems should be shown and weekly reports should be submitted.
- (i) A report should be tabled on Investments and Call accounts and residents should be informed that only the ABSA account must be used.
- (j) A bank reconciliation must be submitted.
- (k) Extra information was needed in the form of a separate analyses report.
- (l) The financial statements should include the following:
 - (i) Number of staff members in each department.
 - (ii) Status of projects.
 - (iii) Capital Budgeting Process.
 - (iv) The 10 highest outstanding debtors.
 - (v) Unauthorised expenditure.
- (m) Reasons for deviations on the Budget should be reported.
- (n) Account information should be updated.
- (o) Terminology used should be understandable.

Cllr Olivier requested that the following should also be highlighted.

1. That an age analysis on outstanding amounts should be provided to show amounts paid on arrears as well as on current accounts.
2. The interest on amounts to be written off should also be shown.

COUNCIL RESOLVED (27 JANUARY 2004)

- [CEMFM]
1. That the financial reports for August, September, October and November 2003 on **page 13 to page 34 of the Annexures BE ACCEPTED.**
 2. That Council **ACCEPTS** the following improvements to be made as outlined by the Executive Mayor:
 - (a) That the font size be enlarged as it was too small and the statements were illegible.
 - (b) That the information on old debts be corrected and a policy be drafted on the writing off of debts.
 - (c) That Water and Electricity accounts be corrected.
 - (d) That problems regarding reference numbers for the suspense accounts be sorted out.
 - (e) That information on water meters be corrected.
 - (f) That more regular feedback be given on loans – once every 6 months.
 - (g) That notes of explanation be put on statements.
 - (h) That action taken to curb problems be shown and weekly reports be submitted.
 - (i) That a report be tabled on Investments and Call accounts and that residents be informed that only the ABSA account must be used.
 - (j) That a bank reconciliation must be submitted.
 - (k) That extra information in the form of a separate analysis report be submitted.
 - (l) That the financial statements should include the following:
 - (i) Number of staff members in each department.
 - (ii) Status of projects.
 - (iii) Capital Budgeting Process.
 - (iv) The 10 highest outstanding debtors.
 - (v) Unauthorised expenditure.
 - (m) That reasons for deviations on the Budget be reported.
 - (n) That account information be updated.
 - (o) That terminology used be understandable.
 3. That the Chief Financial Officer's analytical opinion **MUST ALWAYS** accompany financial reports.
 4. That the Chief Financial Officer **SUBMITS** a Comprehensive Report on how to improve debt collection and efficiency of the administration in Treasury.

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5. That the Municipal Manager **INVESTIGATES** administrative mechanisms being used in the Income Section and **IMPROVES** them to step up collections.
6. That the Financial Report **MUST ALWAYS** reflect income on the down payments made on the arrears account.
7. That collection on businesses **BE IMPROVED.**

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SA1/2004	DRAFT SCHEDULE OF MEETINGS FOR COUNCIL, MAYORAL COMMITTEE, SECTION 79 AND 80 COMMITTEES, MANAGEMENT AND THE LOCAL LABOUR FORUM (3/1/3/1) (MCA) (CS)	1
SA2/2004	FINANCIAL REPORTS FOR AUGUST, SEPTEMBER, OCTOBER AND NOVEMBER 2003 (6/12/2/1) (CFO)	2

ANNEXURE "A"

**YEAR OPENING ADDRESS BY THE
EXECUTIVE MAYOR – 27 JANUARY 2004**

ANNEXURE "B"

SCHEDULE OF MEETINGS FOR COUNCIL, MAYORAL COMMITTEE, SECTION 79 TO 80 COMMITTEES, MANAGEMENT AND LOCAL LABOUR FORUM