



CONCEPT MINUTES FOR THE BBRA GENERAL MEETING HELD ON WEDNESDAY 14 JANUARY 2026 18:00 AT CRASSULA HALL

Item 1: INTRODUCTION

1. The meeting was opened by the outgoing chairman; he welcomed everyone present back from holiday.
2. The purpose of this meeting is to:
 - a. Appointment of a new chairman
 - b. Finalise key areas of responsibility for important tasks
 - c. Commit funds to projects
 - d. Establish a core committee
 - e. Plan to execute OM conditions of lease for Erf 2416 and Erf 4030

Item 2: ATTENDANCE AND APOLOGIES

3. Attendance was completed as follows:

a.	Amund Beneke	Present
b.	Trudy Du Plessis	Absent
c.	Pierre Botha	Present
d.	Theresa Els	Apology
e.	Rob Boyd	Present
f.	Claudele Jackson	Present
g.	Elsa Stofberg	Present
h.	Shameez Joubert	Present
i.	Calan Bennet	Present
j.	Andre Kotzer	Present
k.	Jorika Rabie	Apology
l.	Stefanie Van Zyl	Present
m.	Abigail Davids	Present
n.	Marelize Smith	Present
o.	Mea Viljoen	Present
p.	Jade Alves	Present

q.	Ilona Frege	Present
r.	Hannelie Coetzee	Absent
s.	Wayne Jackson	Present
t.	Wendy Lucas	Apology
u.	Tersia Starke	Absent

15/21 Present

Item 3: CONFIRMATION OF THE PREVIOUS MINUTES

4. Acceptance: Amund Beneke
5. Second: Shameez Joubert

Item 4: MATTERS ARISING AND ADDITIONAL ITEMS

6. There being no matters arising and no additional items, the chairman commenced with the agenda.

Item 5: APPOINTMENT OF A CHAIRMAN

7. The outgoing chairman nominated Amund Beneke to take over as chairman. Most of the committee seconded the nomination and Amund Beneke accepted the position.
8. The new chairman gave a short background to his profession and life.
9. The outgoing chairman nominated Andre Kotze as vice chairman. Most of the committee seconded the nomination and Andre Kotze accepted the position.
10. The new vice chairman gave a short background to his profession and life.
11. The outgoing chairman said, "This is my final signal as your chairman.

For many watches now, it has been my deep-sea privilege to serve as your chairman.

We sailed together in fair weather and foul, navigating complex waters and keeping our shared vessel, the BBRA, on a steady and productive course.

The dedication and commitment I have witnessed from this 'crew' have been nothing short of outstanding.

You have each stood your watch with diligence, and for that, you have my deepest respect and thanks.

A ship, however, is not defined by a single Captain, but by the quality of its ships company and the strength of its moral fiber.

This organisation is no different. The foundations we've strengthened and the standards we've upheld, I am confident, will continue long after I have gone ashore.

Now, we must effect a formal Change of Command.

It is therefore my final and most pleasurable duty to extend a special word to our incoming Chairman.

To you, I say: the Conn is yours. You have the deck and the watch.

You take over a fine ship with a first-rate crew. Steer her wisely, trust your team, and may you have fair winds and following seas. I hand over the helm with absolute confidence.

To the entire BBRA Committee, my final order is simply this: Support your new Chairman as you have supported me. Keep the association shipshape and Bristol fashion.

It has been an honor to serve with you.
Carry on. The new chairman has the Conn.”

12. The entire committee gave their approval and commitment to serving the community under the new Chairman.

Item 6: AGENDA ITEMS (New Chairman to continue)

13. Finalise key areas of responsibility for important tasks
 - a. Inform OM of minutes and conditions of lease. (Secretary, Treasurer and Portfolio principal for Crassula Hall). This was acknowledged and understood by the three members responsible for those portfolios.
 - b. The Chairman must represent the BBRA on ward 10 committee. All agreed.
 - c. Manage the membership database and WhatsApp group. This task was given to the secretary.
 - d. Attend JOCOM on behalf of the BBRA. It was decided that Wayne as head of the community safety portfolio would fill that role. Correspondence to this effect will be communicated to the Station Commander.
 - e. Finance controller: (as appointed, Stephen Hansen the outside accountant and compiler of financial reports, Treasurer to manage our accounts;

Honorary financial controller: (David Hoffmeyr was invited as he had so much to say about our financial system and was very critical of us, it seems fitting, David has not yet responded)

It was proposed that Wayne fill that role as he already has access to our account and would assist the Treasurer and secretary in answering fin queries as well as keeping the committee informed from month to month on the financials regarding monthly income vs expenditure(s). Wayne accepted.
 - f. Spokesperson/s, depending on the circumstance, would remain in the domain of the exco. (chairman, vice or secretary) This was agreed by the committee.

- g. Email access, response, and distribution. The secretary was tasked with handling the email account and distributing emails to relevant portfolio holders as required. It was also agreed that only one email address (bettybayratepayers@gmail.com) will be used by all Committee Members. No personal email addresses to be used.
14. Commit funds to items. The committee agreed with the following:
- a. Community Safety Portfolio (cameras)
 - b. BEST (essential equipment and day-to-day requirements)
 - c. Crassula Hall maintenance and upgrades, including table repairs, extra chairs, a covered pergola at the front entrance, and shutters at the back.
 - d. The parking area upgrade. Grading, post and beam fencing, marking, and boom.
 - e. Erf 4030 stewardship by Elsa and sponsor.
 - f. Lease agreement obligations. Noise impact study.
 - g. Disaster management support to the community and OM. Essential items.
 - h. Printing at Datastoor or similar local provider.
 - i. For AGM gifts and certificates.
 - j. Subscription for web page hosting if required.
 - k. Current commitments and insurance
15. Establish a core committee. The following was agreed by the committee:
- a. Exco:
 - i. Chairman Amund Strategic Direction
 - ii. Vice Chairman Andre Support
 - iii. Treasurer Trudy Finance
 - iv. Secretary. Pierre Admin/Membership (4)
 - b. Committee:
 - i. Community Safety Wayne
 - ii. BEST Rob
 - iii. Town Plan & Prop Dev Amund
 - iv. Crassula Hall Claudele
 - v. Conservation of leased land Elsa

vi.	Markets	Shameez	
vii.	East region Representative (Sunny Seas, Jock's Bay and Bass Lake)	Amund	
viii.	Central region Representative (Central, Disa Circle and Stony Point)	Calan	
ix.	West region Representative (Silversands and Rondevlei)	Andre	
x.	Website and media	Wendy	
xi.	Councillor (oversight).	Theresa.	(11)

15 portfolios: effectively 13 committee members

c. Additional portfolios:

i.	Volunteer fire and rescue (OM)	Jorika	
ii.	Community Development	Abigail	
iii.	Young Parents	Mea	
iv.	Sports and recreation.	Jade	
v.	Drama and Theatre Arts	Ilona	
vi.	Speeding in Betty's Bay	Marelize	
vii.	Nature-Based Solutions	Stefanie.	
viii.	Support to Website and media	Tersia	(8)
8 extra portfolios			(23)

16. The following plan to execute OM conditions of lease for 2416 and 4030 was agreed to by the committee. Special note of the following clauses which will require special attention and feedback during the lease period is acknowledged. These are not negotiable items and must be achieved:

- a. Erf 2416: 10.5 – Financial Statements – The Lessee shall annually submit to the Lessor, at its property Management Division, Municipal Offices, Onrustrivier, within 3 (Three) months from the Lessee's financial year end, audited financial statements which contain a complete inventory of all the stock of the hall. For action Claudele and Trudy
- b. Erf 2416: 10.6 - Booking System for the Hall – The Lessee shall implement and maintain an appropriate booking system for the Leased Property, which shall be readily accessible to the Lessee for the purposes of providing accurate information to any prospective user regarding the hall's availability and the

conditions applicable to its use. The booking system must always be kept up to date to ensure accurate scheduling and to avoid double bookings or conflicting arrangements and must be made available to the Lessor upon request, therefore.
For action Claudele

- c. Erf 2416: 10.7 – Submission of Bookings – The Lessee must submit annually to the Lessor, at its Property Management Division, Municipal Offices, Onrustvlei, within 3 (Three) months from the Lessee's financial year end, copies of the bookings for the financial year, indicating the specific times the facilities were booked, the prices paid and the purpose it was booked for.
For action Claudele
- d. Erf 2416: 10.8 – Publish fee structure – The Lessee shall publish and maintain their fee structure on the Lessee's official website.
For action Claudele and Wendy
- e. Erf 2416: 25 – Pickleball – Notwithstanding such approval, and in response to complaints received, the continuation of pickleball activities shall be subject to a new noise impact assessment to be conducted in terms of the Western Cape Noise Regulations, 2013. Should the assessment determine that pickleball activities generate excessive noise, the Lessee shall, at its sole cost and expense, either remove the court or modify it with suitable sound-dampening measures to the satisfaction of the Lessor.
For action Elsa
- f. We must create sufficient Parking on 4030 to accommodate all our activities.
For action Amund, Andre and Elsa
- g. Our councillor must always remain part of our committee. This is in place.
- h. Discussion on email communication with the BBRA EXCO. There would be only one email account used for all correspondence, being:
bettybayratepayers@gmail.com

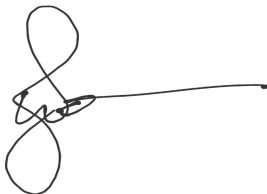
Item 7: OPEN DISCUSSION

- 17. It was suggested that Amund hand over geographical space and represent BBRA on ward committee. Amund then indicated that he will still represent the geographical space. Wayne to take over from Stephen on the ward committee for BBNW.
- 18. Secretary to set up formal 2026 letterhead for all to use. Correspondence must be seconded by the Chairman before release or otherwise arranged. All agreed.
- 19. The chairman or secretary should communicate to all members advertising on our platforms of the decisions taken at the AGM, and the treasurer should set in place an invoice system for them and all who pay regular money into the BBRA account.
- 20. Wayne suggested that early work should be done on the kitchen and pergola-style cover in front of the Crassula Hall. Claudele was also encouraged to request the rubberized roof paint from Buli at OM as soon as possible. Claudele acknowledged. For action Claudele

21. There was a request for 20 extra chairs to be purchased. The committee approved this request. For action Claudele
22. Wayne informed the committee that the process to change the constitution and the membership application form has started. The secretary to coordinate for chairman's approval. For action Pierre.
23. On a historical basis it is important to know that in 1966 a Milkwood tree was planted on the land triangle opposite center shops by the then ratepayer's association in memory of the late Dr Hendrik Frensch Verwoerd, then in 1969 the plaque was added. We have a long-standing connection to this event and hopefully we continue to keep an eye on this historic space. The space is municipal land and looked after by OM, however we can request OM support if that space starts to be neglected. For action Stefanie.
24. It was suggested that Mea and Elsa drive the kids' play section and Crassula garden initiative with the help of the sponsor. The sponsor will be made known to Mea and Elsa. The sponsor has already been introduced, and they are already in discussions.
25. It was again emphasised and explained the importance of confidentiality of what transpires at the BBRA meetings and asked for each member to commit to this confidentiality. Each member agreed with an audible yes.
26. There is an application to assist with a safety feature on Silversands Beach for the kite flyers. For action Stefanie.

Item 8: CONCLUSION

28. Meeting concluded at 19:45
29. Next meeting: 11 February 2026, 18:00, Crassula Hall



(W R JACKSON)

Date: 14 January 2026

BETTY'S BAY RATEPAYERS' ASSOCIATION: **OUTGOING CHAIRMAN**



(P BOTHA)

Date: 14 January 2026

BETTY'S BAY RATEPAYERS' ASSOCIATION: **SECRETARY**



(A BENEKE)

Date: 18 January 2026

BETTY'S BAY RATEPAYERS' ASSOCIATION: **CHAIRMAN**