



Address: 44 Victoria Street,  
Dundee, 3000

Tel: 087 527 0837

Email: [info@umziagency.co.za](mailto:info@umziagency.co.za)

## BOARD OF DIRECTORS SPECIAL MEETING

DATE : 20 December 2023

TIME : 10h00am

LOCATION : Via Zoom

SECTION 1: PROCEDURAL MATTERS				
ITEM	DISCUSSIONS	RESOLUTION	RESPONSIBLE PERSON(S)	TIME FRAME
<b>ATTENDEES</b>	Mrs N.G Pascal- Interim Chairperson Mr. S. Ntombela – Acting CEO Mr M. Madonsela – Member Inkosi Molefe - Member		Chairperson	20 December 2023

### The Interim Board of Directors:

Interim Chairperson: Mrs. N.G Pascal

Board Members: Mr. M. Madonsela | Inkosi Molefe



📍 Address: 44 Victoria Street,  
Dundee, 3000

☎ Tel: 087 527 0837

✉ Email: [info@umziagency.co.za](mailto:info@umziagency.co.za)

	<p>Mr. S. Mkhize – Acting CFO</p> <p>Mr. K. Buthelezi – Acting Senior Manager Business Finance and Investment Promotion</p> <p>Mr. S.D.M. Xaba – Acting Projects and Planning Manager</p> <p>Ms. N. Majola – Acting IT Manager</p> <p>Ms. M. Ntuli – Acting PMS Manager</p>			
--	---	--	--	--

**The Interim Board of Directors:**

Interim Chairperson: Mrs. N.G Pascal

Board Members: Mr. M. Madonsela | Inkosi Molefe



📍 Address: 44 Victoria Street,  
Dundee, 3000

☎ Tel: 087 527 0837

✉ Email: [info@umziagency.co.za](mailto:info@umziagency.co.za)

SECTION 2: AGENDA ITEMS				
ITEMS	DISCUSSION	RESOLUTION	RESPONSIBLE PERSON(S)	TIME FRAME/ DATE DUE
<b>1. NOTICE OF CONVENING THE MEETING</b>	The Chairperson requested the ACFO Mr. Ntombela to read the notice of the meeting.	The notice of the meeting was noted.	Acting CFO	20 December 2023
<b>2. OPENING OF THE MEETING</b>	The meeting was declared open at 10h00	The meeting convened at 10h00.	Chairperson	20 December 2023

The Interim Board of Directors:

Interim Chairperson: Mrs. N.G Pascal

Board Members: Mr. M. Madonsela | Inkosi Molefe



📍 Address: 44 Victoria Street,  
Dundee, 3000

☎ Tel: 087 527 0837

✉ Email: [info@umziagency.co.za](mailto:info@umziagency.co.za)

<b>3. DECLARATION OF INTEREST</b>	None	None	Chairperson	20 December 2023
<b>4. APPLICATION FOR LEAVE OF ABSENCE</b>	The Acting CEO was requested by the mayor to join him on the sod turning ceremony in Nquthu, he was in attendance on his way to Nquthu.	The application for leave of absence was noted.	Chairperson	20 December 2023
<b>5. REMARKS BY THE CHAIRPERSON</b>	The Chairperson requested the meeting to observe the moment of silence regarding Mkhize and Mayisela family who lost their loved one.	The remarks of the Chairperson were noted by the Board.	Chairperson	20 December 2023

The Interim Board of Directors:

Interim Chairperson: Mrs. N.G Pascal

Board Members: Mr. M. Madonsela | Inkosi Molefe



📍 Address: 44 Victoria Street,  
Dundee, 3000

☎ Tel: 087 527 0837

✉ Email: [info@umziagency.co.za](mailto:info@umziagency.co.za)

	The CEO stated the board interviews report will be tabled on the Council meeting scheduled on the week of 12 <sup>th</sup> -18 <sup>th</sup> January 2024.			
<b>6. ADOPTION OF THE AGENDA</b>	The agenda was duly adopted.	The agenda was duly adopted.	Board members	20 December 2023

The Interim Board of Directors:

Interim Chairperson: Mrs. N.G Pascal

Board Members: Mr. M. Madonsela | Inkosi Molefe

SECTION THREE – DECISION MATRIX – ITEMS FOR CONSIDERATION				
ITEMS FOR DISCUSSION	RECOMMENDATIONS&DISCUSSION	RESOLUTIONS	RESPONSIBLE PERSON(S)	TIME FRAME
<b>CATEGORY A: FINANCIAL MANAGEMENT</b>  <b>A1: MONTHLY BUDGET AND PERFORMANCE ASSESSMENT FOR THE PERIOD ENDED 30TH NOVEMBER 2023.</b>	<p>The Chairperson requested the ACFO to lead the Board on the item.</p> <p>The ACFO presented to the Board the Monthly Budget and Performance Assessment for the period ended 30<sup>th</sup> November 2023.</p> <p>Mr. Madonsela requested to check how much interest accumulated on the creditor’s accounts since the Entity owes the Endumeni and Frontline and where are we going to finalise these payments.</p> <p>The ACFO responded by stated the amount is not yet paid to the service provider since the Agency is awaiting for the service provider to</p>	<ul style="list-style-type: none"> <li>➤ Inkosi Molefe moved the motion to approve the Monthly Budget and Performance Assessment for the period ended 30<sup>th</sup> November 2023.</li> <li>➤ Seconded by Mr. Madonsela.</li> </ul>	Chairperson	26 September 2023

The Interim Board of Directors:

Interim Chairperson: Mrs. N.G Pascal

Board Members: Mr. M. Madonsela | Inkosi Molefe



📍 Address: 44 Victoria Street,  
Dundee, 3000

☎ Tel: 087 527 0837

✉ Email: [info@umziagency.co.za](mailto:info@umziagency.co.za)

	<p>complete in terms of their task and also there is no interest on these amounts.</p> <p>He further requested to check that since the norm is 1 month on the liquidity ratio so it will be possible for the Entity to get an investor and the Entity will be using the Parent Municipality as the back-up.</p> <p>The ACFO responded by stating that regarding the liquidity ratio, the Agency is dependent on the parent municipality for operations but if the</p>			
--	---	--	--	--

**The Interim Board of Directors:**

Interim Chairperson: Mrs. N.G Pascal

Board Members: Mr. M. Madonsela | Inkosi Molefe



📍 Address: 44 Victoria Street,  
Dundee, 3000

☎ Tel: 087 527 0837

✉ Email: [info@umziagency.co.za](mailto:info@umziagency.co.za)

	<p>investors are really interested to invest to the Agency, we do have binding agreement which is the SLA and the funding agreement that was signed by the parent municipality that can assist us in negotiating grant with any investor that is interested on the finances of the Agency.</p> <p>Inkosi requested to check the reason for the cancellation of the insurance and also the credit that owed to Endumeni Municipality.</p>			
--	--	--	--	--

**The Interim Board of Directors:**

Interim Chairperson: Mrs. N.G Pascal

Board Members: Mr. M. Madonsela | Inkosi Molefe





📍 Address: 44 Victoria Street,  
Dundee, 3000

☎ Tel: 087 527 0837

✉ Email: [info@umziagency.co.za](mailto:info@umziagency.co.za)

	<p>The ACFO responded that the insurance was cancelled due to SCM processes that needed us to start from the ground to secure the service provider and also the payment to Endumeni has been done.</p> <p>The Chairperson also requested to check the final plan regarding the silage issue.</p> <p>The ACFO responded that the plan was to meet with the lawyers and check why the default judgement being delayed. After the default</p>			
--	--	--	--	--

**The Interim Board of Directors:**

Interim Chairperson: Mrs. N.G Pascal

Board Members: Mr. M. Madonsela | Inkosi Molefe



Address: 44 Victoria Street,  
Dundee, 3000

Tel: 087 527 0837

Email: [info@umziagency.co.za](mailto:info@umziagency.co.za)

<p><b>A2: APPROVAL OF THE ICT DISASTER RECOVERY PLAN</b></p>	<p>judgement have implement the sheriff will take any company asset to recover the amount that is owed to the Agency.</p> <p>Mr. Buthelezi presented to the Board the ICT Disaster Recovery Plan as follows;</p> <p>The purpose of this Disaster Recovery Plan (DRP) document is firstly to capture all the information relevant to the entity's ability to withstand a disaster, and secondly to document</p>	<ul style="list-style-type: none"> <li>➤ The meeting resolved that the management to get the contract between the Agency and IFIX to check if it covers all services they offered to the Entity and report back to the Board.</li> </ul>		
--	--	--	--	--

The Interim Board of Directors:

Interim Chairperson: Mrs. N.G Pascal

Board Members: Mr. M. Madonsela | Inkosi Molefe



📍 Address: 44 Victoria Street,  
Dundee, 3000

☎ Tel: 087 527 0837

✉ Email: [info@umziagency.co.za](mailto:info@umziagency.co.za)

	<p>the instructions on how to respond if a disaster occurs.</p> <p>Mr. Madonsela requested to check regarding the preventive controls (e.g. generators, environmental controls, fire suppression, fire extinguishers, fire organisation assistance, physical security and environmental monitoring), are they available in the Entity.</p>	<ul style="list-style-type: none"> <li>➤ Mr. Madonsela moved the motion to approve the ICT Disaster Recovery Plan.</li> <li>➤ Seconded by Inkosi.</li> </ul>		
--	--	--	--	--

**The Interim Board of Directors:**

Interim Chairperson: Mrs. N.G Pascal

Board Members: Mr. M. Madonsela | Inkosi Molefe



Address: 44 Victoria Street,  
Dundee, 3000

Tel: 087 527 0837

Email: [info@umziagency.co.za](mailto:info@umziagency.co.za)

<p><b>A4: APPROVAL OF 2022/23 BOARD OF RESOLUTIONS REGISTER.</b></p>	<p>Mr. Buthelezi presented to the Board the Approval of 2022/23 Board Resolution Register as follows;</p> <p>The purpose of this item is to submit to the Board to see the progress on implementation of the Board Resolutions that was taken by the board in the beginning of the 2022/23 financial year.</p> <p>The ACFO outlined the reason for not implementing the workshop on the Integrated Spatial Economic Development Plan by stating</p>	<ul style="list-style-type: none"> <li>➤ The resolution made was that to review the resolution for the Workshop on the Integrated Spatial and Development Plan.</li> <li>➤ The resolution made was that to have the matters arising standing item on the agenda, all items that need to be presented</li> </ul>		
--	---	---	--	--

The Interim Board of Directors:

Interim Chairperson: Mrs. N.G Pascal

Board Members: Mr. M. Madonsela | Inkosi Molefe



Address: 44 Victoria Street,  
Dundee, 3000

Tel: 087 527 0837

Email: [info@umziagency.co.za](mailto:info@umziagency.co.za)

	<p>that the ACEO wanted to have a combined workshop with Planning Portfolio Committee since the Integrated Spatial Economic Development Plan was implemented on behalf of the district municipality, in the end it supposed to go to the portfolio, to Exco then initially to Council but there were certain delays that why the ACEO couldn't get these two audiences to sit.</p>	<p>back to the Board will be under this standing item.</p> <ul style="list-style-type: none"> <li>➤ Inkosi Molefe moved the motion to approve the Approval of 2022/23 Board Resolution Register.</li> <li>➤ Seconded by Mr. Madonsela.</li> </ul>		
--	--	---	--	--

**The Interim Board of Directors:**

Interim Chairperson: Mrs. N.G Pascal

Board Members: Mr. M. Madonsela | Inkosi Molefe



Address: 44 Victoria Street,  
Dundee, 3000

Tel: 087 527 0837

Email: info@umziagency.co.za

<p><b>ITEM C1: AUDIT OUTCOME FOR THE 2022/2023 FINANCIAL YEAR.</b></p>	<p>The ACFO presented to the Board the Audit Outcome for the 2022/2023 Financial Year as follows;</p> <p>The entity received an unqualified audit opinion with material misstatement, however, those misstatements were subsequently corrected by management therefore the entity received an unqualified opinion with findings.</p> <p>The Auditor-General also audited the AOPO of the entity and the entity received an unqualified opinion with no material findings.</p>	<ul style="list-style-type: none"> <li>➤ Mr. Madonsela moved the motion to note the the Audit Outcome for the 2022/2023 Financial Year.</li> <li>➤ Seconded by Inkosi Molefe.</li> </ul>		
--	---	--	--	--

The Interim Board of Directors:

Interim Chairperson: Mrs. N.G Pascal

Board Members: Mr. M. Madonsela | Inkosi Molefe



Address: 44 Victoria Street,  
Dundee, 3000

Tel: 087 527 0837

Email: [info@umziagency.co.za](mailto:info@umziagency.co.za)

<p><b>ITEM C2: SCM REPORT FOR THE MONTH ENDED 30<sup>TH</sup> NOVEMBER 2023</b></p>	<p>The ACFO presented to the Board the SCM report for the month ended 30<sup>th</sup> November 2023 as follows;</p> <p>In terms of section 87 (11) of the Municipal Finance Management Act, the Accounting Officer of a municipal entity must by no later than 7 working days after the end of each month submit to the accounting officer of the parent municipality a report on Supply Chain Management in the prescribed format.</p>	<ul style="list-style-type: none"> <li>➤ Mr. Madonsela moved the motion to note the SCM report for the month ended 30<sup>th</sup> November 2023.</li> <li>➤ Seconded by Inkosi Molefe</li> </ul>		
---	---	---	--	--

The Interim Board of Directors:

Interim Chairperson: Mrs. N.G Pascal

Board Members: Mr. M. Madonsela | Inkosi Molefe



Address: 44 Victoria Street,  
Dundee, 3000

Tel: 087 527 0837

Email: info@umziagency.co.za

<p><b>ITEM C3: ANNUAL CLOSING OF UDA OFFICES.</b></p>	<p>Mr. Buthelezi presented to the board the annual closing of the UDA offices as follows;</p> <p>Annual Closing of UDA Offices as the festive season looms which is the time of the year designated for spending time with the close family and friends. UDA welcomes the concept of the much needed down time which is vital to the rejuvenation of the employees and reflect on the achievements throughout the year.</p>	<ul style="list-style-type: none"> <li>➤ Inkosi Molefe moved the motion to note the annual closing of the UDA offices.</li> <li>➤ Seconded by Mr. Madonsela.</li> </ul>		
---	---	---	--	--

The Interim Board of Directors:

Interim Chairperson: Mrs. N.G Pascal

Board Members: Mr. M. Madonsela | Inkosi Molefe





Address: 44 Victoria Street,  
Dundee, 3000

Tel: 087 527 0837

Email: [info@umziagency.co.za](mailto:info@umziagency.co.za)

<p><b>6.4. STRATEGIC PLANNING RESOLUTIONS REPORT</b></p>	<p>Miss Ntuli presented to the Board the strategic planning resolutions report as follows;</p> <p>The Agency utilized a two-fold approach in reviewing the three-year Multi Business Plan, where two sessions were held in preparation for the consultative sessions.</p> <p>The first session was the Agency’s internal strategic planning session which was a preparatory brainstorming session for the joint strategic planning session that was planned to</p>	<ul style="list-style-type: none"> <li>➤ The meeting resolved that the management to develop the policy and submit to the board for consideration regarding the stake to be taken from the Agency business partners.</li> <li>➤ Mr. Madonsela moved motion to approve the</li> </ul>		
--	--	--	--	--

The Interim Board of Directors:

Interim Chairperson: Mrs. N.G Pascal

Board Members: Mr. M. Madonsela | Inkosi Molefe



📍 Address: 44 Victoria Street,  
Dundee, 3000

☎ Tel: 087 527 0837

✉ Email: [info@umziagency.co.za](mailto:info@umziagency.co.za)

	<p>be undertaken with the parent municipality, the session included the Interim Board and Management of the Agency.</p>	<p>strategic planning resolutions report.</p> <p>➤ Seconded by Inkosi Molefe.</p>		
--	---	---	--	--

**The Interim Board of Directors:**

Interim Chairperson: Mrs. N.G Pascal

Board Members: Mr. M. Madonsela | Inkosi Molefe



Address: 44 Victoria Street,  
Dundee, 3000

Tel: 087 527 0837

Email: [info@umziagency.co.za](mailto:info@umziagency.co.za)

SECTION THREE – MEETING CLOSURE		
DECISION		RESPONSIBILITY
1. Meeting Closure	The meeting was declared closed at 12h30am.	The Chairperson

Mrs. N. Pascal

-----

**Interim Chairperson**

**Date:** -----

The Interim Board of Directors:

Interim Chairperson: Mrs. N.G Pascal

Board Members: Mr. M. Madonsela | Inkosi Molefe