



📍 Address: 44 Victoria Street,  
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## BOARD OF DIRECTORS SPECIAL MEETING

DATE : 26 September 2023

TIME : 11h00am

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	26 September 2023

#### The Interim Board of Directors:

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Board Members: Mr. M. Madonsela | Inkosi Molefe



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	<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 – Projects and Planning Manager</p> <p>Ms. N. Majola – Acting IT Manager</p> <p>Ms. M. Ntuli – Acting PMS Manager</p>			
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## 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. Mkhize to read the notice of the meeting.	The notice of the meeting was noted.	Acting CFO	26 September 2023
<b>2. OPENING OF THE MEETING</b>	The meeting was declared open at 11h00.	The meeting convened at 11h00.	Chairperson	26 September 2023

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<b>3. DECLARATION OF INTEREST</b>	None	None	Chairperson	26 September 2023
<b>4. APPLICATION FOR LEAVE OF ABSENCE</b>	Cllr TGL Shabalala – Planning Portfolio Chairperson Miss Ntuli to be excused after her presentation.	The application for leave of absence was noted by the Board.	Chairperson	26 September 2023
<b>5. REMARKS BY THE CHAIRPERSON</b>	The Chairperson made her remarks.	The remarks of the Chairperson were noted by the Board.	Chairperson	26 September 2023
<b>6. ADOPTION OF THE AGENDA</b>	The agenda was duly adopted.	The agenda was duly adopted.	Board members	26 September 2023

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SECTION THREE – DECISION MATRIX – ITEMS FOR CONSIDERATION				
ITEMS FOR DISCUSSION	RECOMMENDATIONS&DISCUSSION	RESOLUTIONS	RESPONSIBLE PERSON(S)	TIME FRAME
<p><b>CATEGORY A: FINANCIAL MANAGEMENT</b></p> <p><b>A1: MONTHLY BUDGET AND PERFORMANCE ASSESSMENT FOR THE PERIOD ENDED 31<sup>st</sup> August 2023</b></p>	<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 31<sup>st</sup> August 2023.</p> <p>Mr. Madonsela requested to check that when are starting to realise the grants from the government departments as own revenue in our books.</p> <p>The ACFO responded by stating that in the month of June 2023 the grants were reported as own revenue but in this current financial year</p>	<ul style="list-style-type: none"> <li>➤ The meeting resolved that the management to make a proper submission to the Board to have a view on what the Management thinking regarding Mjonaiza Trading.</li> <li>➤ Inkosi Molefe moved the motion to approve the Monthly Budget and Performance Assessment</li> </ul>	Chairperson	26 September 2023

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	<p>we haven't receive any grant as yet, but still waiting for 1 million from EDTEA.</p> <p>Inkosi Molefe requested to check the progress regarding the silage issue.</p> <p>The ACFO responded by stating that legal actions have been taken against the service provider. Summons were issued by the attorneys to the Estcourt Sherrif to issue to the service provider.</p>	<p>for the period ended 31<sup>st</sup> July 2023.</p> <p>➤ Seconded by Mr. Madonsela.</p>		
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<p><b>A2: SUBMISSION OF THE 2023/24 DEPARTMENTAL PERFORMANCE PLANS.</b></p>	<p>Miss Ntuli presented to the Board the submission of the 2023/24 Departmental Performance Plans as follows;</p> <p>The performance of the UDDA will be monitored on a monthly basis to ascertain if the planned targets contained in the departmental performance plans are performing as planned, underperforming or over performing, where the targets are seen to be under performing Management is required by legislation to develop strategies that will serve as corrective</p>	<ul style="list-style-type: none"> <li>➤ Inkosi Molefe raised the motion to adopt the 2023/24 Departmental Performance Plans.</li> <li>➤ Seconded by Mr. Madonsela.</li> </ul>		
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<p><b>A3: APPROVAL OF THE ICT BACKUP POLICY BY THE BOARD.</b></p>	<p>measure to ensure that targets are achieved by the end of the financial year.</p> <p>Mr. Buthelezi presented to the Board the approval of the ICT Backup Policy by the Board as follows;</p> <p>The primary purpose of this policy is to implement preventative measures to ensure that in the event of data loss, UDA information and records can be restored through backups. Data loss can be a common experience of</p>	<ul style="list-style-type: none"> <li>➤ The meeting resolved that IT section to share IFIX contract with the Board Members to review it.</li> <li>➤ Mr. Madonsela raised the motion to adopt the ICT Backup Policy.</li> </ul>		
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	<p>computer users and can be as a result of intentional and unintentional data deletion, data corruption and infrastructure failure.</p> <p>The secondary purpose of backups is to recover data from an earlier time.</p> <p>Mr. Madonsela requested to check who is hosting the data, Is it outsourced or insourced.</p> <p>Miss Majola responded that the data is outsourced from IFIX Development Solution.</p>	<p>➤ Seconded by Inkosi Molefe.</p>		
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<p><b>C1: BOARD OF SCHEDULE OF MEETINGS.</b></p>	<p>The ACEO presented to the Board the Board of Directors Resolutions Register as follows;</p> <p>This item was previously approved by the Board, but the management decided to bring it back in order to check with the Board if they are comfortable with the dates since the meetings are set to be after the 25<sup>th</sup> then the payments will be made on the following month or align the dates to cater for the payments on the 25<sup>th</sup>.</p>	<p>➤ The meeting resolved that the CEO to go back on the drawing board with his team and revise the dates.</p>		
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<p><b>C:2 SCM REPORT FOR MONTH ENDED 31<sup>ST</sup> AUGUST 2023.</b></p>	<p>The ACFO presented to the Board the SCM report for the month ended 31<sup>st</sup> August 2023 as follows;</p> <p>The Accounting Officer of the Municipal entity must review the implementation of the policy, consider and submit proposals to Board. The policy must comply with the regulations. amendments must be uniform in supply chain management practices, procedures and promote accessibility and transparency. It is the</p>	<ul style="list-style-type: none"> <li>➤ Mr. Madonsela moved the motion to note the SCM report for the month ended 31<sup>st</sup> August 2023.</li> <li>➤ Seconded by Mr. Madonsela</li> </ul>		
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	<p>Accounting Officer's responsibility to implement the Supply Chain Management Policy.</p> <p>Inkosi requested to check if is there any letter of withdrawal from the services provider who was awarded and fail to deliver the laptops.</p> <p>The ACFO responded by stating that the processes were followed by sending emails directly to the service provider asking when they will delivery and the final letter was sent again stating that if they fail to deliver on the set date</p>			
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	<p>then the order will automatically cancelled. The follow ups were made to the service provider unfortunately there were no response then the order was automatically cancelled.</p> <p>The ACFO responded that there were no payments that were made in advance since norm is that we issue out the order then once the goods have been delivered then the payment can be made.</p>			
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<p><b>6.4 BOARD OF DIRECTORS WORKSHOP ON UMZINYATHI DISTRICT INTEGRATED SPATIAL DEVELOPMENT PLAN</b></p>	<p>The ACEO outlined briefly the purpose of this item as follows;</p> <p>This one relates to the Workshop on the Integrated Special Development Plan, we needed to have a setting where we sit with the board together with the Parent Municipality Planning Portfolio Committee to go through the report and the reason being that the special sitting of the district and the proposed economic interventions that we have felt that if the district can understand as is their report.</p>	<p>➤ The meeting resolved that the management to continue with the arrangements of the workshop.</p>		
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	<p>To understand what programs are we taking out of this strategy, what are the economic challenges? What are the areas of public investment from the side of the district and our local municipalities so that when we shape our mandate, know very well that they understand the source of our direction, which is their strategic direction as a district.</p> <p>The Acting CEO presented to the Board that on the agenda attachments there was a resolution matrix to share with the Board the previous</p>	<p>➤ The meeting resolved to include the percentage on</p>		
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	<p>resolutions, it also indicates the implementation of the resolution then we needed to get the endorsement from the board to say indeed we are aware of the resolutions and we are comfortable with the progress achieved thus far.</p> <p>The ACEO recommended that the board to acknowledged and endorsed the set of resolutions as they are and confirm that these are the board resolutions and they have been implemented accordingly.</p>	<p>the resolutions that has been implemented.</p> <ul style="list-style-type: none"> <li>➤ Inkosi moved the motion to endorse the set of resolutions.</li> <li>➤ Seconded by Mr. Madonsela.</li> </ul>		
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SECTION THREE – MEETING CLOSURE		
DECISION		RESPONSIBILITY
1. Meeting Closure	The meeting was declared closed at 13h00pm.	The Chairperson

Mrs. N. Pascal

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**Interim Chairperson**

**Date:** -----

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