



## **UMZINYATHI**

**DISTRICT MUNICIPALITY / UMASIPALA WESIFUNDA**

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### **INTERNAL MEMO**

### **CORPORATE SERVICES**

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**MINUTES OF THE MANCO MEETING HELD ON THE 25<sup>TH</sup> AUGUST 2008, AT 08H00 IN THE EXCO BOARD ROOM, OF THE UMZINYATHI DISTRICT MUNICIPALITY, DUNDEE.**

**1. OPENING AND WELCOMING**

The Chairperson Mr. S.N Dubazana welcomed all present in the meeting.

**2. PRESENT**

Mr. SN Dubazana	-	Acting Municipal Manager
Mr. T Malunga	-	Executive Manager Technical Services
Mr. SMB Buthelezi	-	Executive Manager Corporate Services
Mr. BB Mdletshe	-	Consulting Chief Financial Officer
Mr. B Hlatshwayo	-	Manager IDP/PMS

**3. COMMENTS FROM THE OFFICE OF ACTING MUNICIPAL MANAGER**

None

**4. CONFIRMATION OF THE MINUTES**

Minutes of the meetings held on 18<sup>th</sup> August 2008 were confirmed as true a reflection of the previous meeting.

**5. MATTERS ARISING FROM MINUTES DATED 26 MAY 2008**

<p><b>5.1</b></p>	<p><b><u>GENERATOR</u></b></p> <p>The MCS mentioned that Mr Paul Lawless was consulted regarding a generator for the office and the MTS, was given his name and number to arrange an appointment for the specifications on the size. It was agreed that the report be submitted at the next MANCO meeting.</p>	<p><b>MCS</b></p>
<p><b>5.2</b></p>	<p><b><u>TENT</u></b></p> <p>It was reported that MPSD had contacted some good companies to provide relevant information and that a full detailed report would be submitted at the next meeting.</p>	<p><b>MPSD</b></p>
<p><b>5.3</b></p>	<p><b><u>PA SYSTEM</u></b></p> <p>The MCS reported that he had made some arrangements to go to Newcastle and check a PA system. He would submit a report in the next Manco meeting.</p>	<p><b>MCS</b></p>
<p><b>5.4</b></p>	<p><b><u>MAYORAL SLOT</u></b></p> <p>The MCS mentioned that the plan of mayoral slot was in progress and would be submitted on the next MANCO meeting.</p>	<p><b>MCS</b></p>
<p><b>5.5</b></p>	<p><b><u>PERFORMANCE MANAGEMENT SYSTEM</u></b></p> <p>The Manager IDP/PMS mentioned that the matter had been finalized but the only delay was with Technical Department.</p>	<p><b>MTS</b> <b>MPSD</b></p>
<p><b>5.6</b></p>	<p><b><u>IDP/ BUDGET PUBLIC ENGAGEMENTS</u></b></p> <p>The Manager IDP/PMS mentioned that an advert had been placed Last Week on the newspaper. He then suggested that it should also be placed on the website.</p>	<p><b>MPSD</b></p>
<p><b>5.7</b></p>	<p><b><u>FINANCIAL STATEMENTS</u></b></p> <p>The CFO reported that draft financial statements had been prepared and finalized. The delay was caused by Corporate Services department (HR) with an outstanding leave register. Once the leave register was updated it would be forwarded.</p>	<p><b>CFO</b> <b>MCS</b></p>

5.8	<p><b><u>SYSTEM OF DELEGATION</u></b></p> <p>The AMM mentioned that a draft system of delegation had been obtained from Amajuba and Endumeni Municipalities. A draft would be distributed by Friday, 29 August 2008 for HOD'S to give some comments.</p>	<p><b>AMM MCS</b></p>
5.9	<p><b><u>BASIC COMPUTER TRAINING</u></b></p> <p>The MCS explained that the invoice submitted for payment was incorrect. It showed 50 learners instead of 46 learners. The invoice was returned to the service provider for corrections. The payments would be issued once the document had been returned.</p>	<p><b>MCS CFO</b></p>
5.10	<p><b><u>MIG SPENDING</u></b></p> <p>The MTS mentioned that there was an improvement due to approvals. The 40% would not be reached by end of September 2008; only 35% of completed projects would be attained. He assured that 100% would be covered by the end of the year. The AMM requested that the report be given at the next meeting.</p>	<p><b>MTS</b></p>
5.11	<p><b><u>GRANTS</u></b></p> <p>The CFO tabled a schedule of grants to Manco members for discussion. The AMM requested the MTS to check the transferred grants identified for Technical Services. He also requested the MCS to go through the grants as well and work on what had been proposed. The report would be submitted at the next meeting.</p>	<p><b>CFO MTS MCS</b></p>
<p><b>MATTERS ARISING FROM MINUTES DATED 14 JULY 2008</b></p>		
5.12	<p><b><u>IDP AND ANNUAL REPORT</u></b></p> <p>The Manager IDP/PMS reported that forty copies of the IDP documents were made but awaiting the special cover.</p> <p>It was agreed that the matter be deferred to the next meeting.</p>	<p><b>MPSD</b></p>

5.13	<p><b><u>DISTRICT COMMUNICATORS FORUM</u></b></p> <p>The AMM and MCS would work on the date in September 2008 for the launch of the forum in consultation with the Mayor.</p>	<p><b>AMM MCS</b></p>
5.14	<p><b><u>ESTABLISHMENT OF PLANNING AND DEVELOPMENT FORUMS</u></b></p> <p>The MPSD mentioned that the first meeting with DLGTA was a success and that the committee had started focusing on problematic areas one of which was the release of site for the FET College by Endumeni.</p>	<p><b>MPSD</b></p>
5.15	<p><b><u>VERIFICATION OF EDUCATIONAL QUALIFICATIONS</u></b></p> <p>It was recommended that the updating of the qualification register be referred to SALGA.</p>	<p><b>MCS  HOD's</b></p>
5.16	<p><b><u>PRESENTATION FOR UTHUKELA WATER</u></b></p> <p>The AMM requested the MTS to circulate the minutes of the meeting with uThukela Water to all HOD's and that an item be submitted in the next Council meeting.</p>	<p><b>MTS</b></p>
<p><b>6. BUSINESS OF THE DAY</b></p>		
6.1	<p><b><u>SECURITY COMPANY</u></b></p> <p>The MCS mentioned that Alarm System was in a working order. It had been upgraded and GPRS was installed.</p>	<p><b>MCS CFO</b></p>
<p><b>7. <u>GENERAL MATTERS</u></b></p>		
7.1	<p><b><u>VEHICLE CONTROL</u></b></p> <p>The MCS reported that a memorandum had been sent to HOD'S regarding strict measures on the control of vehicles. The Salary Clerk had been notified of traffic fines by staff members responsible and that recovery of these fines were deducted from their salaries. The trip authorization slip was in place and implemented.</p>	<p><b>MCS</b></p>

7.2	<p><b><u>TELEPHONE</u></b></p> <p>The MCS reported that as second memo had been written to HOD'S. The new digital line was on a working condition and that all extension numbers would be changed to a 4 digit number as well as pin codes would be given to all staff members by Tuesday, 26 August 2008.</p>	<b>MCS</b>
7.3	<p><b><u>REGISTRY</u></b></p> <p>The MCS reported that the Archives had been cleaned and waste papers were taken for recycling.</p>	<b>MCS</b>
7.4	<p><b><u>LED PROJECTS</u></b></p> <p>It was agreed that the presentations for LED projects should be made at the Executive Committee.</p>	<b>MPSD</b>
7.6	<p><b><u>THUSONG SERVICE CENTRE – MSINGA</u></b></p> <p>The AMM requested the progress about the handing over of the centre. The MCS explained that the process had started and that a progressive report would be submitted at the next meeting.</p>	<b>MCS</b>
7.7	<p><b><u>MEMBERS OF LOCAL LABOUR FORUM</u></b></p> <p>It was agreed that the MTS represent the Management at the Local Labour Forum.</p>	
8.	<p><b><u>CLOSURE</u></b></p> <p>The meeting was closed at 10H22. The next meeting would be held on the 8<sup>th</sup> September 2008 @ 8h00.</p> <p style="text-align: center;">_____</p> <p><b>CHAIRPERSON</b> <span style="margin-left: 200px;"><b>DATE</b></span></p>	

