



MINUTES OF A MEETING OF THE EXECUTIVE MAYORAL COMMITTEE HELD IN THE COUNCIL CHAMBER, MALMESBURY ON WEDNESDAY, 21 JANUARY 2026 AT 10:00

PRESENT:

Executive Mayor, ald J H Cleophas (Chairperson)
Executive Deputy Mayor, ald J M de Beer

Members of the Mayoral Committee:

Cllr N Smit
Ald T van Essen
Cllr A K Warnick

Other councillors:

The Speaker, ald M A Rangasamy

Officials:

Municipal Manager, Mr J J Scholtz
Director: Financial Services, Mr M Bolton
Director: Electrical Engineering Services, Mr T Möller
Director: Protection Services, Mr H Witbooi
Director: Civil Engineering Services, Mr L D Zikmann
Director: Development Services, Ms J S Krieger
Director: Corporate Services, Ms M S Terblanche
Manager: Secretariat and Record Services, Ms N Brand

1. OPENING

The Chairperson welcomed members and officials to the first meeting of 2026 and wishes everyone a blessed year.

Ald J M de Beer opened the meeting with prayer.

2. LEAVE OF ABSENCE

Leave of absence is granted to cllr D G Bess.

3. DEPUTATIONS / STATEMENTS / COMMUNICATIONS / PRESENTATIONS

None.

4. MINUTES

4.1 MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING HELD ON 9 DECEMBER 2025

RESOLUTION

(proposed by cllr N Smit, seconded by cllr A K Warnick)

That the minutes of the Executive Mayoral Committee meeting held on 9 December 2025 are approved and signed by the Executive Mayor.

5. MATTERS ARISING FROM THE MINUTES

None.

6. MONTHLY REPORT: NOVEMBER 2025

[Note: Performance measurement reports will be presented to Council on 29 January 2026 as part of the Section 52 MFMA report]

6.1 DIRECTORATE: CIVIL ENGINEERING SERVICES (7/1/2/2-4)

The Director: Civil Engineering Services deals with some aspects from the monthly report, *inter alia*, the dam levels that are between 10%-20% lower than the same time last year.

The West Coast District Municipality confirmed that the water levels of both the Kasteelberg and Glen Lily bulk reservoirs have recovered up to 80%. It took approximately six weeks to catch up due to a burst pipe and efforts must be repeated to encourage residents to use water sparingly.

On enquiry by ald Van Essen regarding the high organic load at the Moorreesburg WWTW, the Director: Civil Engineering Services confirmed that the high percentage is a consequence of the interpretation of the sample taken only once a month, and that it is more important that the hydraulic capacity of the water purification works must be in balance.

RESOLUTION

(proposed by ald T van Essen, seconded by ald J M de Beer)

That note be taken of the contents of the monthly report of the Directorate: Civil Engineering Services in respect of November 2025.

6.2 DIRECTORATE: ELECTRICAL ENGINEERING SERVICES (7/1/2/2-6)

The monthly report of the Directorate: Electrical Engineering Services was tabled.

The Director: Electrical Engineering Services stated, *inter alia*, that the effect and savings of electricity purchases from Darling Green are reflected in the monthly report, especially during the summer months when generation increases.

Ald Van Essen requested that, if there are savings on the item for the purchase of Christmas lights and remaining funds from ward projects, it should be used to buy more Christmas lights. The Chairperson requested that an audit of Christmas lights be conducted in order to distribute them evenly in all towns.

RESOLUTION

(proposed by ald T van Essen, seconded by ald J M de Beer)

That note be taken of the contents of the monthly report of the Directorate: Electrical Engineering Services in respect of November 2025.

6.3 DIRECTORATE: DEVELOPMENT SERVICES (7/1/2/2-5)

The Director: Development Services confirmed that the targets relating to the housing projects in Moorreesburg, Darling and Malmesbury (De Hoop) will be achieved, as well as the completion of the Kalbaskraal SEF (Social Economic Facility), despite the challenges experienced in recent times.

Cllr A K Warnick expressed concern that only 10 persons out of the 36 GAP housing opportunities qualifies to participate in the project. Cllr A K Warnick requested that alternatives be considered to prevent the loss of housing opportunities, e.g. the availability to first-time homebuyers, farm owners to build homes for workers, etc.

RESOLUTION

(proposed by ald T van Essen, seconded by ald J M de Beer)

That note be taken of the contents of the monthly report of the Directorate: Development Services in respect of November 2025.

6.4 DIRECTORATE: PROTECTION SERVICES (7/1/2/2-3)

6.4.1 TRAFFIC AND LAW ENFORCEMENT SERVICES 6.4.2 FIRE SERVICES

The monthly report of the Directorate: Protection Services was tabled.

The Director: Protection Services provided statistics regarding the drastic decline in the pass rate of learner licences with the implementation of the electronic system. Correspondence has been directed to Province regarding same, as it has a negative effect on the economy in that drivers cannot be appointed without the necessary licenses. A further effect is that there are more illegal drivers on the roads.

A discussion ensued regarding the ineffectiveness of the eye testing machines, and the Director: Protection Services undertakes to take up the matter with Province in an attempt to implement a test equivalent to that which optometrists take.

The Director: Protection Services confirmed that an eye test must first be undertaken at the Traffic Department, and if the test is unsuccessful, an eye test can then be undertaken by an optometrist.

The Director: Development Services mentioned that the next meeting with the various role players regarding the relocation of the smallholding farmers is scheduled for 6 February 2026.

The Chairperson confirmed that the empty structures of the smallholding farmers should be demolished, as undertaken at the meeting in December, and that the area is monitored on a regular basis to ensure that no new structures are added.

RESOLUTION

(proposed by ald T van Essen, seconded by ald J M de Beer)

That note be taken of the contents of the monthly report of the Directorate: Protection Services in respect of November 2025.

7. NEW MATTERS

7.1 BUDGET STEERING COMMITTEE 2025/2026: MID-YEAR ADJUSTMENTS CAPITAL AND OPERATING BUDGET: TECHNICAL RECOMMENDATIONS (5/1/1/1, 5/1/1/2, 5/1/4)

The Director: Financial Services provided background to the presentation of the 2025/2026 mid-year Adjustment Capital and Operating Budget in terms of Section 72 of the Municipal Finance Management Act, Act 56 of 2003 (MFMA).

The mid-year Adjustment Capital and Operating Budget was considered by the Budget Management Committee on 16 January 2026 for recommendation to the Executive Mayoral Committee.

RESOLUTION [for presentation to Council on 29 January 2026] (proposed by clrr N Smit, seconded by ald T van Essen)

- (a) That it be noted that the Budget Steering Committee convened to consider the explanations and motivations provided by the financial staff and other directors in a bid to advise the Executive Mayor on way forward;
- (b) Council to note that based on the latest guidance from NT, the capital expenditure to upgrade the electricity supply pertaining to Eskom's side of the substation, is now regarded as operational expenditure and the grant funding as a Construction Contract Revenue, resolving a necessitated reallocation change in the adjustments budget and therefor the external loan can no longer be taken up, as the substation will not be an asset of the municipality;

(c)/...

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- (c) Council to approve the R6 786 000 bridging finance of certain electrical infrastructure capital projects due to the timing of the Integrated National Electrification Programme (INEP) grant that may differ from the municipality's financial year in the context of funding approval and when the projects had to be implemented;
- (d) That approval be granted to amend the 2025/2026 capital projects as part of the consolidated capital program as per **(Annexure A-1: Adjusted 2025/26 MTREF Capital Budget)**, including the amendments to the outer years for the Malmesbury De Hoop 132/11kV Substation project, to facilitate the procurement process;
- (e) That council considers and approve the amended funding sources linked to council's capital program and take note that these funding sources are available and have not been committed for other purposes;

FINANCING SOURCES	Original Budget 2025/26	Mid-Year Adj Budget 2025/26	Increase / (Decrease)	Adjusted Budget 2026/27	Adjusted Budget 2027/28
Capital Replacement Reserve (CRR)	143 511 923	138 530 034	(4 981 889)	144 869 611	163 511 318
External Loan	30 000 000	-	(30 000 000)	-	-
Municipal Infrastructure Grant (MIG)	25 405 000	25 405 000	-	27 293 000	28 388 000
Dept of Infrastructure	58 112 132	89 405 296	31 293 164	38 657 000	103 110 672
Integrated National Electrification Programme (INEP)	17 821 124	-	(17 821 124)	-	21 811 000
Water Services Infrastructure Grant	17 044 000	17 044 000	-	-	-
Municipal Disaster Response Grant	-	7 443 610	7 443 610	-	-
Regional Socio-economic Projects	78 261	78 261	-	-	-
Fire Service Capacity Support Grant	478 261	478 261	-	-	-
Water Resilience Grant	1 304 348	1 304 348	-	-	-
Dept Cultural Affairs and Sport	43 478	43 478	-	43 478	43 478
Western Cape Education Department (Private funding)	-	308 354	308 354	-	-
Donation	-	9 500	9 500	-	-
GRAND TOTAL	293 798 527	280 050 142	(13 748 385)	210 863 089	316 864 468
		MTREF Approved Budgets	224 945 089	310 171 191	

- (f) That council takes note of the proposed adjustments (as it relates to Section 19) in respect of the projects listed in **(Annexure A-2: Capital Projects ito Sec 19)**;
- (g) That the following total amended expenditure by vote (per directorate) be approved, which includes both operating and capital expenditure per directorate (VOTE), in order that departments pro-actively prevent unauthorised expenditure;

2025/26 MTREF R thousands	Capital Expenditure by Vote				Operating Expenditure by Vote				Total Expenditure by Vote			
	ORGB		ADJUSTED MTREF		ORGB		ADJUSTED MTREF		ORGB		ADJUSTED MTREF	
	2025/26	2025/26	2026/27	2027/28	2025/26	2025/26	2026/27	2027/28	2025/26	2025/26	2026/27	2027/28
Vote 1 - Corporate Services	573	448	575	577	49 233	55 687	52 164	55 536	49 807	56 135	52 739	56 113
Vote 2 - Civil Services	143 991	152 493	116 213	145 139	431 330	429 799	451 042	472 550	575 321	582 293	567 255	617 690
Vote 3 - Council	12	12	12	12	25 469	25 414	26 504	27 629	25 481	25 426	26 516	27 641
Vote 4 - Electricity Services	88 166	35 110	48 092	66 635	559 645	584 030	656 652	643 261	647 810	619 140	704 743	709 896
Vote 5 - Financial Services	168	82	76	672	84 577	84 884	90 928	97 432	84 745	84 966	91 003	98 104
Vote 6 - Development Services	59 076	90 020	44 747	103 205	172 555	190 897	212 688	170 291	231 632	280 916	257 435	273 496
Vote 7 - Municipal Manager	12	42	12	12	11 298	11 682	11 910	12 679	11 310	11 724	11 922	12 691
Vote 8 - Protection Services	1 800	1 844	1 136	612	124 701	132 992	131 430	138 699	126 501	134 836	132 566	139 311
Grand Total	293 799	280 050	210 863	316 864	1 458 809	1 515 385	1 633 317	1 618 077	1 752 608	1 795 435	1 844 180	1 934 941

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(h) That approval be granted to amend the high-level Capital and Operating budgets for 2025/2026 as per (**Annexure B: Adjusted 2025/26 MTREF Operating Budget**), including the amendments to the outer years for the Malmesbury De Hoop 132/11kV Substation project, to facilitate the procurement process;

	Original Budget 2025/26	Mid-Year Adj Budget 2025/26	Adjustments	Original Budget 2026/27	Adjusted Budget 2026/27	Original Budget 2027/28	Adjusted Budget 2027/28
Capital budget	293 798 527	280 050 142	(13 748 385)	224 945 089	210 863 089	310 171 191	316 864 468
Operating Expenditure	1 458 809 231	1 515 384 860	56 575 629	1 576 228 890	1 633 317 290	1 618 076 969	1 618 076 969
Operating Revenue	1 606 490 727	1 725 538 886	119 048 159	1 676 968 153	1 676 968 153	1 777 306 422	1 777 306 422
Budgeted (Surplus)/ Deficit	(147 681 496)	(210 154 026)	(62 472 530)	(100 739 263)	(43 650 863)	(159 229 453)	(159 229 453)
Less: Capital Grants and Donations	120 565 734	141 838 438	21 272 704	86 861 478	86 861 478	153 353 150	153 353 150
(Surplus)/ Deficit	(27 115 762)	(68 315 588)	(41 199 826)	(13 877 785)	43 210 615	(5 876 303)	(5 876 303)

- (i) That approval be granted to extend the definition of free basic services to indigents in the Tariff file, to also include free bulk basic services to inhabitants of Council recognised informal settlements, not having a service connection in their name (**Annexure C: 2025/26 Tariff File Extract**);
- (j) That it be noted that the changes to the operating budget will have no impact on tariffs in respect of the 2025/2026 financial year or outer years, but will result in an increased budgeted net surplus from R27 115 762 to a budgeted net surplus of R68 315 588;
- (k) That the adjusted budget schedules (B1 to B10) as required by the Budget and Reporting Regulations be approved as set out in (**Annexure D: Budget Report and B-Schedules 2025/26 – 2027/28**);
- (l) That the Director: Financial Services adhere to the requirements of the Budget Circulars and Budget Reforms in the context of the reporting requirements to Provincial and National Treasury;
- (m) That the Service Delivery Budget Implementation Plan (SDBIP) where appropriate be amended accordingly.

7.2 QUARTER 2: ECONOMIC DEVELOPMENT REPORT (2/1/4/5)

The report aims to report on the implementation of the Municipality's Economic Development Plan, which includes support to small businesses, to be ready and play a facilitating role in the implementation of investments and strategic infrastructure projects.

RESOLUTION

(proposed by cllr N Smit, seconded by cllr A K Warnick)

That cognisance be taken of the Economic Development Report for Quarter 2 (period 1 October to 31 December 2025).

7.3 QUARTERLY REPORT ON THE PERFORMANCE OF CONTRACTORS (8/1/B/1)

The report regarding the quarterly performance evaluation of contractors appointed in terms of the Supply Chain Management Policy is presented in compliance with Section 116(2) of the MFMA and the core performance indicator of the Municipal Manager.

RESOLUTION

(proposed by ald T van Essen, seconded by ald J M de Beer)

That cognisance be taken of the quarterly report regarding the performance of contractors for the period 1 October 2025 to 31 December 2025.

7.4 REPORT IN RESPECT OF THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE PERIOD: 1 OCTOBER 2025 – 31 DECEMBER 2025 (8/1/B/2)

A report regarding the implementation of the Supply Chain Management Policy must be presented to the Executive Mayor on a quarterly basis in terms of paragraph 6(3) of the Municipal Supply Chain Management Policy.

The report for the period 1 October 2025 to 31 December 2025 was circulated with the agenda.

RESOLUTION

(proposed by cllr N Smit, seconded by cllr A K Warnick)

- (a) That cognisance is taken of the Quarterly Report in respect of the implementation of the Supply Chain Management Policy as envisaged by section 6(3) of the Regulations, as well as reports on the Formal Tenders (Annexure A), Informal Tenders (Annexure B), and the Deviation Report (Annexure C & C.1);
- (b) That cognisance is taken of the services rendered for the period 1 October 2025 to 31 December 2025 with reference to the exceptions where it is impractical to test the market and therefore justified a deviation from the procurement processes in terms of paragraph 2(6) of the Supply Chain Management Policy (Annexure D).

7.5 LEASE OF STORAGE SPACE SITUATED ON A PORTION OF ERF 7590, NYWERHEID CRESCENT (UNIT 10), MALMESBURY FROM THE BESTER FAMILY TRUST (12/1/2-6/2)

The Directorate: Financial Services has indicated that Council needs the storage space of the Bester Family Trust for a further term for the storage of garbage bags and water meters.

RESOLUTION

(proposed by ald J M de Beer, seconded by ald T van Essen)

- (a) That a rental agreement be entered into with The Bester Family Trust for the use of the storage space, unit 10, situated on a portion of Erf 7590, 4 Nywerheidsingel, Malmesbury, for a further rental term of 12 months as from 01 April 2026 to 31 March 2027;
- (b) That a monthly rental of R1 660.00 (VAT included) be payable from vote number 9/241-935-2979 (Rent: Storage of Disposable Refuse Bags);
- (c) That the existing conditions of lease remain unchanged.

7.6 OUTSTANDING DEBTORS: DECEMBER 2025 (5/7/1/1)

A full report of the state of outstanding debtors was circulated with the agenda.

Cllr A K Warnick requested that solutions be considered, including discussions with Eskom, to apply credit control in areas where Eskom is the electricity distributor. It is unfair to other areas in the municipal area where strict credit control is applied and writing-off enormous amounts of debt is not sustainable.

RESOLUTION

(proposed by cllr N Smit, seconded by ald T van Essen)

That cognizance be taken of the report with reference to the state of the outstanding debtors of Swartland Municipality for December 2025.

7.7 PROGRESS ON OUTSTANDING INSURANCE CLAIMS (5/14/3/5)

In terms of the Asset Management Policy, a monthly report must be made regarding the outstanding insurance claims.

RESOLUTION

That cognizance be taken of the state of outstanding insurance claims up to and including 31 December 2025 as circulated with the agenda.

7.8 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR OF CASE BACKHOE LOADER, CK 43210 (8/1/B/2)

The CASE Backhoe, CK 43210 is used by the Electrical Department for excavation works – the vehicle is not up for replacement within the next five years.

RESOLUTION

- (a) That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy;
- (b) That cognisance be taken that the Municipal Manager has approved the repairs to the backhoe loader's bucket assembly of CK 43210 for the amount of R 32 765.20 including VAT by HJ Van Zyl Meganies BK;
- (c) That cognisance be taken that in terms of paragraph 2(6) (d) of the SCM Policy a formal tender process was not followed due to the following:
 - (i) A strip down of the bucket assembly was required to prepare the quotation;
 - (ii) It was impractical to obtain more quotations as it would have required reassembly and further strip down at other workshops;
- (d) That the expenditure will be allocated to mSCOA Code: 9/7-26-5 and that there is sufficient funding available for the quoted amount of R 32 765.20 including VAT;
- (e) That the Senior Manager: Financial Statements and Asset Management be instructed to include the above reason as a note to the financial statements when compiled.

7.9 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR OF THE UD 370FC TRUCK, CK 50003 (8/1/B/2)

The UD 370FC truck, CK 50003, is used for pumping out sewage tanks in the Swartland municipal area. The truck did not pass the roadworthiness test and was taken to the agent for assessment.

RESOLUTION

- (a) That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy;
- (b) That cognisance be taken that the acting Municipal Manager has approved the service of UD 370FC Truck CK 50003 for the amount of R 40,966.82 excluding VAT by UD Trucks Malmesbury;
- (c) That further cognisance be taken that in terms of paragraph 2(6) (D) of the SCM Policy a formal tender process was not followed as UD Trucks Malmesbury is the support agent to the UD Trucks;
- (d) That the expenditure will be allocated to mSCOA Code: 9/4-46-5 and that there is sufficient funding available for the quoted amount of R 40,966.82 excluding VAT;
- (e) That the Senior Manager: Financial Statements and Asset Management be instructed to include the above reason as a note to the financial statements when compiled.

7.10 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR TO BRAKES OF QUESTER CWE UD 370FC TRUCK, CK 44202 (8/1/B/2)

The UD 370FC truck, CK 44202 is used for pumping out sewage tanks in the Swartland municipal area. The local agent for UD trucks was approached to provide a quotation for repairing the brakes and oil leak on the differential ("diff").

Resolution/...

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RESOLUTION

- (a) That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy;
- (b) That cognisance be taken that the Municipal Manager has approved the repairs to the brakes of Quester UD CWE 370FC Truck CK 44202 for the amount of R31,411.84 excluding VAT by UD Trucks Malmesbury;
- (c) That further cognisance be taken that in terms of paragraph 2(6) (D) of the SCM Policy a formal tender process was not followed as UD Trucks Malmesbury is the support agent to the UD Trucks;
- (d) That the expenditure will be allocated to mSCOA Code: 9/4-67-5 and that there is sufficient funding available for the quoted amount of R 31,411.84 excluding VAT;
- (e) That the Senior Manager: Financial Statements and Asset Management be instructed to include the above reason as a note to the financial statements when compiled.

7.11 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR TO BRAKES OF QUESTER CWE UD 370FC TRUCK, CK 56674 (8/1/B/2)

The UD 370FC truck, CK 56674 is used for pumping out sewage tanks in the Swartland municipal area. During the service of the truck by *UD Trucks*, it was found that the brakes needed to be replaced.

RESOLUTION

- (a) That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy;
- (b) That cognisance be taken that the Municipal Manager has approved the repairs to the brakes of Quester UD CWE 370FC Truck CK 56674 for the amount of R 30,950.51 excluding VAT by UD Trucks Malmesbury;
- (c) That further cognisance be taken that in terms of paragraph 2(6) (D) of the SCM Policy a formal tender process was not followed as UD Trucks Malmesbury is the support agent to the UD Trucks;
- (d) That the expenditure will be allocated to mSCOA Code: 9/4-71-5 and that there is sufficient funding available for the quoted amount of R 30,950.51 excluding VAT;
- (e) That the Senior Manager: Financial Statements and Asset Management be instructed to include the above reason as a note to the financial statements when compiled.

7.12 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR OF TIPPER TRUCK, CK 43285 (8/1/B/2)

The UD G390 tipper truck, CK 43285 is used for the cleaning-up of illegal landfills and towing of the layer bed in all the areas in the Swartland municipal area.

RESOLUTION

- (a) That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy;
- (b) That cognisance be taken that the Municipal Manager has approved the repair of the gearbox and replacement of the pressure plate and servo of tipper truck CK 43285 for the amount of R 133,265.61 excluding VAT by UD Trucks;
- (c) That further cognisance be taken that in terms of paragraph 2(6)(d) of the SCM Policy a formal tender process was not followed as UD Trucks is the Original Equipment Manufacturer of UD trucks;

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- (d) That the expenditure will be allocated mSCOA Code: 9/4-14-5 and that there is sufficient funding available for the quoted amount of R 133,265.61 excluding VAT;
- (e) That the Senior Manager: Financial Statements and Asset Management be instructed to include the above reason as a note to the financial statements when compiled.

7.13 DEVIATION FROM PRESCRIBED PROCUREMENT PROCEDURES: REPAIR OF AUTOMATED INDUSTRIAL EFFLUENT SAMPLER (8/1/B/2)

An industrial meter has been installed at Fair Cape Dairies, Malmesbury which automatically samples the industrial wastewater. The information is used for billing purposes and it is therefore important to obtain accurate information.

RESOLUTION

- (a) That cognisance be taken of the deviation from the prescribed procurement procedures in terms of Section 36 of the Supply Chain Management Policy;
- (b) That cognisance be taken of the action of the Municipal Manager to approve the repair of the Smartstorm water sampler at Fair Cape Malmesbury by Hydrometrix for the amount of R 29,906.25 (excluding VAT);
- (c) That further cognisance be taken that in terms of paragraph 2(6) (d) of the SCM policy, a formal tender process was not followed as Hydrometrix is the agent for Smartstorm equipment;
- (d) That the expenditure was allocated mSCOA Code: 9/239-677-425 and that there is sufficient funding available for the quoted amount of R 29,906.25 (excluding VAT);
- (e) That the Senior Manager: Financial Statements and Asset Management be instructed to include the above reason as a note to the financial statements when compiled.

**(SIGNED) J H CLEOPHAS
EXECUTIVE MAYOR**