



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref: 3/4/3/5/3/4

2025-04-03

**NOTICE OF A
SPORT, YOUTH AND CULTURE
COMMITTEE MEETING
THURSDAY: 2025-04-03 AT 10:00**

TO Cllr TO Kumm [Chairperson]

COUNCILLORS J Andrews
NE Mcombring
GA Petersen
R van Rooyen

Ex officio Executive Mayor, Ald J Fasser

Notice is hereby given that a Sports, Youth and Culture Committee meeting will be held in the **COUNCIL CHAMBER, PLEIN STREET, STELLENBOSCH**, on **THURSDAY, 2025-04-03 at 10:00** to consider the attached Agenda.

**CLLR TO KUMM
CHAIRPERSON**

A G E N D A
SPORT, YOUTH AND CULTURE
COMMITTEE MEETING
2025-04-03
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	NONE	
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	NONE	
10.	CONSIDERATION OF URGENT MATTERS	
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	NONE	

AGENDA**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-04-03**

1.	OPENING AND WELCOME	
2.	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
3.	DISCLOSURE OF INTERESTS	(3/6/2/2)
4.	APPLICATION FOR LEAVE OF ABSENCE	
5.	REPORT/S BY THE DIRECTOR: COMMUNITY AND PROTECTIONS SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS COUNCIL MEETINGS	(3/4/3/5/2/2)
	NONE	
6.	CONFIRMATION OF THE MINUTES	(3/4/3/5/2/4)
6.1	CONFIRMATION OF THE MINUTES: SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2025-03-06	(3/4/3/5/2/4)

The minutes of the Youth, Sport and Culture Committee meeting held on 2025-03-06 is attached as **APPENDIX 1**.

APPENDIX 1



STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref: 3/4/3/5/3/4

2025-03-06

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MINUTES

SPORTS, YOUTH AND CULTURE COMMITTEE MEETING

2025-03-06 AT 10:00

MINUTES
SPORT, YOUTH AND CULTURE
COMMITTEE MEETING
2025-03-06
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8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER	
	NONE	
9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER	
	NONE	
10.	CONSIDERATION OF URGENT MATTERS	
11.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	NONE	

MINUTES**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-03-06****PRESENT** Cllr TO Kumm [Chairperson]**COUNCILLORS** Cllr J Andrews
Cllr N Mcombring
Cllr GA Petersen
Cllr R van Rooyen**ALSO PRESENT** Cllr J Williams
Cllr X Kalipa

OFFICIALS Director: Community & Protection Services (G Boshoff)
Senior Manager: Community Services (A van der Merwe)
Senior Manager: Community Services (G Abrahams)
Manager: Libraries (Ms S Majudith)
Senior Admin Officer (T Samuels)

1.	OPENING AND WELCOME
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The Chairperson, Cllr TO Kumm welcomed all present at the meeting which was held in the Council Chamber.

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MINUTES

SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING

2025-03-06

2.	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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The Chairperson invited observers to submit written questions to her office, in writing. She requested that Committee members focus questions on the current meeting's Agenda items. For questions on other topics, Councillors are encouraged to email them; and the Chairperson assured that responses will be provided by the end of the next business day.

The Chairperson, on behalf of the Committee extended condolences to the family and friends of Mr Cecil Abrahams, Law Enforcement Officer who passed away recently.

3.	DISCLOSURE OF INTERESTS	(3/6/2/2)
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NONE

4.	APPLICATION FOR LEAVE OF ABSENCE
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NONE

5.	REPORT/S BY THE DIRECTOR: COMMUNITY AND PROTECTIONS SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS COUNCIL MEETINGS	(3/4/3/5/2/2)
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NONE

6.	CONFIRMATION OF THE MINUTES	(3/4/3/5/2/4)
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6.1	CONFIRMATION OF THE MINUTES: SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2025-02-06	(3/4/3/5/2/4)
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The minutes of the Youth, Sport and Culture Committee meeting held on 2025-02-06 **were confirmed as correct, subject to the following amendment:**

that the name of Cllr M Van Stade be added to the attendance list under "Councillors that were Also Present".

MINUTES

SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING

2025-03-06

7.	YOUTH, SPORT AND CULTURE: [PC: CLLR J FASSER]
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7.1	NON-DELEGATED MATTERS
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NONE

7.2	DELEGATED MATTERS
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7.2.1	MONTHLY REPORT: HALLS: NOVEMBER 2024
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Collaborator No: 781093

IDP KPA Ref No:

Meeting Date: 6 March 2025

1. **SUBJECT: NOVEMBER 2024 MONTHLY REPORT: HALLS**2. **PURPOSE**

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Section: Halls for November 2024.

3. **DELEGATED AUTHORITY**

For notification by the Portfolio Committee.

4. **EXECUTIVE SUMMARY**

To present the monthly activity report of the Section: Halls for the month of November 2024 to the Committee for notification.

SPORT, YOUTH AND CULTURE COMMITTEE: 2025-03-06: ITEM 7.2.1**NOTED**

the monthly reports of Halls for November 2024.

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8161
E-MAIL ADDRESS	albert.vandermerwe@stellenbosch.gov.za
REPORT DATE	

MINUTES

SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING

2025-03-06

7.2.2	MONTHLY REPORT: HALLS: DECEMBER 2024
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Collaborator No: 781094

IDP KPA Ref No:

Meeting Date: 6 March 2025

1. SUBJECT: DECEMBER 2024 MONTHLY REPORT: HALLS**2. PURPOSE**

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Section: Halls for December 2024.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Section: Halls for the month of December 2024 to the Committee for notification.

SPORT, YOUTH AND CULTURE COMMITTEE: 2025-03-06: ITEM 7.2.2**NOTED**

the monthly reports of Halls for December 2024.

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8161
E-MAIL ADDRESS	albert.vandermerwe@stellenbosch.gov.za
REPORT DATE	

MINUTES

SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING

2025-03-06

7.2.3	MONTHLY REPORT: HALLS: JANUARY 2025
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Collaborator No: 781095

IDP KPA Ref No:

Meeting Date: 6 March 2025

1. **SUBJECT: JANUARY 2025 MONTHLY REPORT: HALLS**2. **PURPOSE**

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Section: Halls for January 2025.

3. **DELEGATED AUTHORITY**

For notification by the Portfolio Committee.

4. **EXECUTIVE SUMMARY**

To present the monthly activity report of the Section: Halls for the month of January 2025 to the Committee for notification.

SPORT, YOUTH AND CULTURE COMMITTEE: 2025-03-06: ITEM 7.2.3**NOTED**

the monthly reports of Halls for January 2025.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8161</i>
E-MAIL ADDRESS	albert.vandermerwe@stellenbosch.gov.za
REPORT DATE	

7.2.4	MONTHLY REPORT: SPORT: NOVEMBER 2024
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Collaborator No: 781089

IDP KPA Ref No:

Meeting Date: 6 March 2025

1. SUBJECT: MONTHLY REPORT: SPORT: NOVEMBER 2024

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sports Section for November 2024.

3. DELEGATED AUTHORITY

Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons. The Section 80 committees have no decision-making authority and make recommendations to the Executive Mayor on items that advice was required by the Executive Mayor.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sports Section for the month of November 2024 to the Committee for notification.

SPORT, YOUTH AND CULTURE COMMITTEE: 2025-03-06: ITEM 7.2.4

NOTED

the monthly reports of Sports for November 2024.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8161</i>
E-MAIL ADDRESS	<i><u>albert.vandermerwe@ Stellenbosch.gov.za</u></i>
REPORT DATE	

MINUTES

SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING

2025-03-06

7.2.5	MONTHLY REPORT: SPORT: DECEMBER 2024
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Collaborator No: 781090

IDP KPA Ref No:

Meeting Date: 6 March 2025

1. SUBJECT: MONTHLY REPORT: SPORT: DECEMBER 2024**2. PURPOSE**

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sports Section for December 2024.

3. DELEGATED AUTHORITY

Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons. The Section 80 committees have no decision-making authority and make recommendations to the Executive Mayor on items that advice was required by the Executive Mayor.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sports Section for the month of December 2024 to the Committee for notification.

SPORT, YOUTH AND CULTURE COMMITTEE: 2025-03-06: ITEM 7.2.5**NOTED**

the monthly reports of Sports for December 2024.

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8161
E-MAIL ADDRESS	<u>albert.vandermerwe@ Stellenbosch.gov.za</u>
REPORT DATE	

7.2.6	MONTHLY REPORT: SPORT: JANUARY 2025
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Collaborator No: 781092

IDP KPA Ref No:

Meeting Date: 6 March 2025

1. SUBJECT: MONTHLY REPORT: SPORT: JANUARY 2025

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sports Section for January 2025.

3. DELEGATED AUTHORITY

Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons. The Section 80 committees have no decision-making authority and make recommendations to the Executive Mayor on items that advice was required by the Executive Mayor.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sports Section for the month of January 2025 to the Committee for notification.

SPORT, YOUTH AND CULTURE COMMITTEE: 2025-03-06: ITEM 7.2.6

NOTED

the monthly reports of Sports for January 2025.

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8161
E-MAIL ADDRESS	<u>albert.vandermerwe@ Stellenbosch.gov.za</u>
REPORT DATE	

7.2.7	MONTHLY REPORT: LIBRARIES: NOVEMBER 2024
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Collaborator No: 781096

IDP KPA Ref No:

File Plan:

Meeting Date: 6 March 2025

1. SUBJECT: MONTHLY REPORT: LIBRARIES: NOVEMBER 2024

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Libraries for November 2024.

3. DELEGATED AUTHORITY

For notification by the Portfolio committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Libraries for the month of November 2024 to the Committee for notification.

SPORT, YOUTH AND CULTURE COMMITTEE: 2025-03-06: ITEM 7.2.7

NOTED

the monthly reports by the Sections: Libraries for November 2024.

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8161
E-MAIL ADDRESS	<u>albert.vandermerwe@ Stellenbosch.gov.za</u>
REPORT DATE	

7.2.8	MONTHLY REPORT: LIBRARIES: DECEMBER 2024
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Collaborator No: 781097

IDP KPA Ref No:

File Plan:

Meeting Date: 6 March 2025

1. SUBJECT: MONTHLY REPORT: LIBRARIES: DECEMBER 2024

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Libraries for December 2024.

3. DELEGATED AUTHORITY

For notification by the Portfolio committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Libraries for the month of December 2024 to the Committee for notification.

SPORT, YOUTH AND CULTURE COMMITTEE: 2025-03-06: ITEM 7.2.8

NOTED

the monthly reports by the Sections: Libraries for December 2024.

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8161
E-MAIL ADDRESS	<u>albert.vandermerwe@ Stellenbosch.gov.za</u>
REPORT DATE	

7.2.9	MONTHLY REPORT: LIBRARIES: JANUARY 2025
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Collaborator No: 781097

IDP KPA Ref No:

File Plan:

Meeting Date: 6 March 2025

1. SUBJECT: MONTHLY REPORT: LIBRARIES: JANUARY 2025

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Libraries for January 2025.

3. DELEGATED AUTHORITY

For notification by the Portfolio committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Libraries for the month of January 2025 to the Committee for notification.

SPORT, YOUTH AND CULTURE COMMITTEE: 2025-03-06: ITEM 7.2.9

NOTED

the monthly reports by the Sections: Libraries for January 2025.

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8161
E-MAIL ADDRESS	<u>albert.vandermerwe@ Stellenbosch.gov.za</u>
REPORT DATE	

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MINUTES

SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING

2025-03-06

8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER
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NONE

10.	URGENT MATTERS
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NONE

11.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE

The meeting adjourned at 10:40.

CHAIRPERSON:

DATE:

Confirmed on **with/without amendments**

AGENDA**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-04-03**

7.	YOUTH, SPORT AND CULTURE: [PC: CLLR TO KUMM]
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7.1	NON-DELEGATED MATTERS
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NONE

7.2	DELEGATED MATTERS
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7.2.1	MONTHLY REPORT: HALLS: FEBRUARY 2025
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Collaborator No: 783019**IDP KPA Ref No:****Meeting Date:** 3 April 2025**1. SUBJECT: FEBRUARY 2025 MONTHLY REPORT: HALLS****2. PURPOSE**

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Section: Halls for February 2025.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Section: Halls for the month of February 2025 to the Committee for notification.

5. RECOMMENDATION

that the monthly reports of Halls for February 2025, be noted.

6. DISCUSSION / CONTENTS**6.1 Background**

The Section: Halls specialises in maintaining all halls in the WCO24.

6.2 Discussion

The Halls Section consists of one Assistant Superintendent, one Clerk, who undertakes administrative duties for the hiring and lease of all Municipal halls, one Foreperson and 14 general workers. The main functions of this section are to drive capital projects, plan finances, maintenance, new facilities and draft budgets and policies.

AGENDA**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-04-03****6.3 Financial Implications**

None

6.4 Legal Implications

The recommendations in this report comply with Council's policies and all applicable legislation.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

The risks are addressed through the content of the report.

6.8 Comments from Senior Management

No comment requested.

6.9 Municipal Manager

Contents noted.

ANNEXURES

Annexure A: Halls Monthly Report for February 2025

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8161</i>
E-MAIL ADDRESS	albert.vandermmerwe@ Stellenbosch.gov.za
REPORT DATE	

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

The contents of this report have been discussed with the Portfolio Committee Chairperson and the Councillor agrees with the recommendations.

ANNEXURE A



MONTHLY REPORT
FOR
FEBRUARY 2025
HALLS
DEPARTMENT
COMMUNITY
SERVICES

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1.6 Overtime Statistics.....	9

1.1 HIRING OF HALLS

Month: February 2025	Deposit	Rental of Hall	Name and Contact details
	STELLENBOSCH TOWN HALL		
01/02/2025	R5272,00	R9182,00	SURINA SALIE
	KLAPMUTS MULTI-PURPOSE CENTRE		
02/2025	N/A	R6061,00	SASSA
02/2025	N/A	R772,00	NAOMI LANGEVELDT
02/2025	N/A	R771,40	DEON KLAASSEN
01/02/2025	R705,00	R754,00	BELINDA FOSTER
07/02/2025	R705,00	R705,00	DA WESTERN CAPE
08/02/2025	R705,00	R754,00	SHARON BARENS
09/02/2025	R739,00	R754,00	GEORGINA BOOYSEN
12/02/2025	N/A	R705,00	JC ANTHONY
13/02/2025	R705,00	R705,00	PATRICIA HENDRICKS
14/02/2025	R705,00	R705,00	PEDRO DANIELS
20/02/2025	R705,00	R705,00	WOMEN ON FARMS PROJECT
21-22/02/2025	R855,00	R904,00	LEEUKIE ARENDSE
	EIKESTAD HALL		
02/2025	N/A	R560,00	WEBER NONGENI
15/02/2025	R551,00	R788,00	PAULITA DANIELS
16/02/2025	R551,00	R788,00	LIKHONA NYAMENDE
21-22/02/2025	R551,00	R898,20	WILFRED PIETERSEN
27/02&11/03/2025	N/A	R771,40	RIGHT TO CARE
	CLOETESVILLE BANQUET HALL		
2,16,23/02/2025	N/A	R567,00	ONEIL MUTHIEN
5,12,19,26/02/2025	N/A	R554,40	CHANGEABILITY
02&23/02/2025	N/A	R396,00	CHRISTOPHER THEUNISSEN

	WEMMERSHOEK COMMUNITY HALL		
02/2025	N/A	R316,00	ISAAC DAVIDS
02/2025	R316,00	N/A	SERGIO PETERSEN
02/2025	N/A	R316,00	ST GEORGE
11/02/2025	N/A	R316,00	ISAAC DAVIDS
	LAMOTTE COMMUNITY HALL		
02/2025	N/A	R316,00	ST GEORGE
02/2025	N/A	R316,00	ONEIL MUTHIEN
09/02/2025	R316,00	R472,00	AMANDA KOFI
14/02/2025	N/A	R472,00	BRUCHENES GLAM FAIRY

	GROENDAL COMMUNITY HALL		
NONE			
	FRANSCHHOEK TOWN HALL		
02/2025	N/A	R1652,00	SASSA
09/02/2025	R551,00	R600,00	PIETER JURIES
12-17/02/2025	R5056,00	R25099,90	SAADA

	KYLEMORE COMMUNITY HALL		
02/2025	R551,00	R551,00	FRANCOIS LAUBSER
02/2025	N/A	R772,00	WAYNE MOSES
02/2025	N/A	R551,00	NAC
25/02/2025	R551,00	R385,70	RIGHT TO CARE
	PNIEL BANQUET HALL		
02/2025	N/A	R551,00	PNIEL BAPTIST FELLOWSHIP
01/02/2025	R551,00	R788,00	JENEVEVE MYBURGH
08/02/2025	R551,00	R788,00	SHAMELINE ERASMUS
14-15/02/2025	R551,00	R1024,40	HETILDA DAVIDS

	KAYAMANDI COMMUNITY HALL		
02/02;02/03;06/04;04/05;01/06/2025	N/A	R770,00	NOMBULELO NANI
06/02/2025	N/A	R154,00	AKANYA ZAZINI
08/02;08/03;12/04;10/05;07/06/2025	N/A	R770,00	SIZEKA SIGUBA
09/02/2025	N/A	R154,00	MPENDULO NTSHWANTI
09/02;09/03;13/04;11/05;08/06/2025	N/A	R770,00	LUNDI QHAYIYA
11&13/02/2025	N/A	R308,00	SANDISO SITUMANO
15/02;15/03;26/04;17/05;14/06/2025	N/A	R770,00	NTABISENG PHOMANE
14/02/2025	N/A	R154,00	BONGISWA MKETSU
18/02/2025	N/A	R154,00	MKUSELI NMTO
06&19/02/2025	N/A	R308,00	MR CYRIL
21/02/2025	N/A	R154,00	BONGISWA MKETSU
22/02/2025	N/A	R154,00	PRINCESS BLOCK
23/02/2025	N/A	R110,00	SIPHO NONTHANGA
20,24-27/02/2025	N/A	R770,00	LOVE TO GIVE
28/02/2025	N/A	R154,00	AKANYA ZAZINI

1.2 TOTAL FUNCTIONS

2025	31 Jan	28 Feb	31 Mar	30 Apr	31 May	30 Jun	31 Jul	31 Aug	30 Sept	30 Oct	30 Nov	31 Dec	Total	Average
Stellenbosch Town Hall	0	1											1	0,5
Klapmuts Multi-purpose Centre	3	12											15	7,5
Eikestad Hall	1	5											6	3
Cloetesville Banquet Hall	2	3											5	2,5
Wemmershoek Community Hall	5	4											9	4,5
La Motte Community Hall	3	4											7	3,5
Franschhoek Town Hall	1	3											4	2
Groendal Community Hall	0	0											0	0
Kayamandi Community Hall	9	15											24	12
Kylemore Community Hall	3	4											7	3,5
Pniel Banquet Hall	3	4											7	3,5
Total Functions	30	55											85	42,5

1.3 TOTAL REVENUE

2025	31 Jan	28 Feb	31 Mar	30 Apr	31 May	30 June	31 July	31 Aug	30 Sept	30 Oct	30 Nov	31 Dec	Total	Average
Stellenbosch Town Hall	R0,00	R9182,00											R9182,00	R4591,00
Klapmuts multi-Purpose Centre	R6392,30	R14295,40											R20687,70	R10343,85
Eikestad Hall	R551,00	R3805,60											R4356,60	R2178,30
Cloetesville Banquet Hall	R811,80	R1517,40											R2329,20	R1164,60
Wemmershoek Community Hall	R1892,00	R948,00											R2840,00	R1420,00
La Motte Community Hall	R1736,00	R1576,00											R3312,00	R1656,00
Franschhoek Town Hall	R1653,00	R27351,90											R29004,90	R14502,45
Groendal Community Hall	R0,00	R0,00											R0,00	R0,00
Kayamandi Community Hall	R1540,00	R5654,00											R7194,00	R3597,00
Kylemore Community Hall	R1818,30	R2259,70											R4078,00	R2039,00
Pniel Banquet Hall	R2237,20	R3151,40											R5388,60	R2694,30
Total Amount	R18631,60	R69741,40											R88373,00	R44186,50

1.4 Hall Maintenance Report

	Facility	Action
(1)	Stellenbosch Town Hall	
Main Hall & Gallery	<ul style="list-style-type: none"> Repaint walls especially above proscenium arch. <ul style="list-style-type: none"> Replace ceiling panels. Steam clean and repair curtains. Install new curtain rails in gallery. <ul style="list-style-type: none"> Install additional lighting. Install an Aircon system. Replace all vintage lighting fixtures with similar. 	To be addressed as part of halls maintenance repairs in 2024/2025.
Exterior	<ul style="list-style-type: none"> Install bird deterrents-spikes and netting. All the putty should be replaced on the windows facing Andringa Street. <ul style="list-style-type: none"> Unclog and clean gutters. 	
(2)	KAYAMANDI COMMUNITY HALL	
	Capital project planned for the 2024/2025 f/y.	
(3)	EIKESTAD HALL	
Interior	<ul style="list-style-type: none"> Damp walls leading to the stage, peeling paint. 	To be addressed as part of halls maintenance repairs in 2024/2025.
Exterior	<ul style="list-style-type: none"> Repainting veranda ceiling. Bottom section of exterior wall requires repaint. Generator faulty and not in operational condition. <ul style="list-style-type: none"> Repair paving. Unclog and clean gutters. 	

	<ul style="list-style-type: none"> • Install bird spikes at entrance/veranda. 	To be addressed as part of halls maintenance repairs in 2024/2025.
(4)	CLOETESVILLE BANQUET HALL	
Exterior	<ul style="list-style-type: none"> • Requires additional lighting at main entrance. • Unclog and clean gutters. 	To be addressed as part of halls maintenance repairs in 2024/2025.
(5)	KLAPMUTS MULTI-PURPOSE CENTRE	
Interior	<ul style="list-style-type: none"> • Replace x 2 suspended ceiling panels. • Repair sections of vinyl flooring. <ul style="list-style-type: none"> • Painting hall interior. • Repair sections of vinyl flooring. 	To be addressed as part of halls maintenance repairs in 2024/2025.
Exterior	<ul style="list-style-type: none"> • Roof leaking in hall and e-Centre. • Repair 2 fencing panels and 2 posts behind the traders building. 	
(6)	KYLEMORE COMMUNITY HALL	
Interior	<ul style="list-style-type: none"> • Install blinds. • Repair suspended ceiling frame. <ul style="list-style-type: none"> • Repaint walls. • Replace double door and frame. <ul style="list-style-type: none"> • Replace 2 x aircon units. 	To be addressed as part of halls maintenance repairs in 2024/2025.

Toilets	<ul style="list-style-type: none"> Repaint walls. 	
Kitchen	<ul style="list-style-type: none"> Electrical repairs. Install new ceiling. Repaint walls. Installing new doors. 	
Exterior	<ul style="list-style-type: none"> Replace existing lighting with 30w LED flood lights. <ul style="list-style-type: none"> Unclog and clean gutters. Waterproofing of roofing. 	
(7)	PNIEL COMMUNITY HALL	
Interior	<ul style="list-style-type: none"> Install blinds and repaint walls. Replace lighting fixtures. 	To be addressed as part of halls maintenance repairs in 2024/2025.
Exterior	<ul style="list-style-type: none"> Repair flagpole pulleys and strings. Replace and waterproof x 1 polycarbonate roof sheet. <ul style="list-style-type: none"> Unclog and clean gutters. 	
Kitchen	<ul style="list-style-type: none"> Replace x 2 60amp isolators. Replace x 2 lighting fixtures. Install additional wall tiles. Replace sink mixer. 	
(8)	WEMMERSHOEK COMMUNITY HALL	
Interior	<ul style="list-style-type: none"> Repaint walls and ceilings. <ul style="list-style-type: none"> Replace lighting. Install blinds. Sanding and sealing of the stage. Install railings at the stage steps. Replace double wooden door and frame. 	To be addressed as part of halls maintenance repairs in 2024/2025.
Toilets-Female and male	<ul style="list-style-type: none"> Replace lighting fixtures. Replace damaged window peg stays. 	
(9)	LA MOTTE COMMUNITY HALL	

Interior	<ul style="list-style-type: none"> • Repair damaged wall-rhino board. • Repaint walls. • Replaced water damaged suspended ceiling board x 1. • Replace kitchen door. 	To be addressed as part of halls maintenance repairs in 2024/2025.
Exterior	<ul style="list-style-type: none"> • Repair hole in roof. 	
(10)	GROENDAL COMMUNITY HALL	
(11)	FRANSCHHOEK TOWN HALL	
Interior	<ul style="list-style-type: none"> • Repairs to stage. Possible termite infestation. 	To be addressed as part of halls maintenance repairs in 2024/2025.
Exterior	<ul style="list-style-type: none"> • Waterproofing of balcony. • Replace stoep lights. 	

1.5 KEY PERFORMANCE INDICATORS

Ref	KPI	Unit of Measurement	Feb-25					Overall Performance for February 2025 to February 2025		
			Target Adjustments	Target	Target Description	Actual	R	Target	Actual	R
D3390	Facilitation of Sport meetings	Number of monthly Sport meetings facilitated	0	2		2	G	2	2	G
D4187	Submission of Section 80 monthly reports to the Senior Manager: Community Services	Number of monthly Section 80 reports within 10 working days after month end to the Senior Manager: Community Services	1	1		1	G	1	1	G
D4188	Submission of comments on the monthly Section 71 reports to the Senior Manager: Financial Management Services	Number of comments on the monthly Section 71 reports submitted to the Senior Manager: Financial Management Services	1	1		1	G	1	1	G

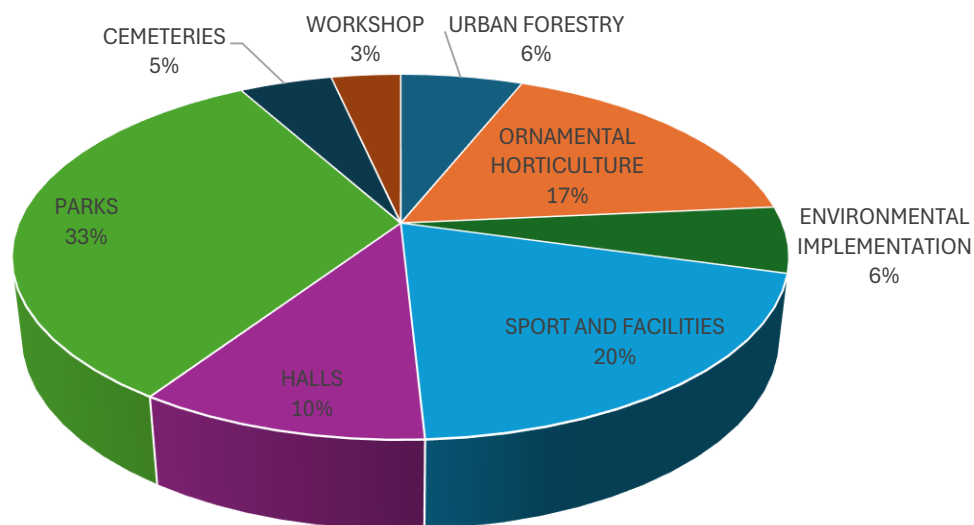
Overall Summary of Results

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	12
R	KPI Not Met	0% <= Actual/Target <= 74.999%	0
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	3
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
N/A	KPI Did Not Occur	KPIs with a target which did not materialise	0
Total KPIs:			15

1.6 OVERTIME STATISTICS FOR COMMUNITY SERVICES

OVERTIME & STANDBY HOURS WORKED	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	182	228										
ORNAMENTAL HORTICULTURE	708	657										
ENVIRONMENTAL IMPLEMENTATION	456	220										
SPORT AND FACILITIES	830	744,5										
HALLS	181	383										
PARKS	1012	1225										
CEMETERIES	97,5	173,5										
WORKSHOP	147	130										
TOTAL	3613	3761										

Overtime Hours for February 2025



AGENDA**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-04-03**

7.2.2	MONTHLY REPORT: SPORT: FEBRUARY 2025
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Collaborator No: 783012**IDP KPA Ref No:****Meeting Date:** 3 April 2025**1. SUBJECT: MONTHLY REPORT: SPORT: FEBRUARY 2025****2. PURPOSE**

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sports Section for February 2025.

3. DELEGATED AUTHORITY

Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons. The Section 80 committees have no decision-making authority and make recommendations to the Executive Mayor on items that advice was required by the Executive Mayor.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sports Section for the month of February 2025 to the Committee for notification.

5. RECOMMENDATION

that the monthly reports of Sports for January 2025, be noted by the Committee.

6. DISCUSSION / CONTENTS**6.1 Background**

The Sub-section specialises in maintaining sports grounds and Facilities in the WCO24.

6.2 Discussion

The Sport Section prepares sports fields for different teams and sporting codes varying from cricket, rugby, soccer, hockey, tennis, netball and the swimming pool. All our sports grounds combined together make 37.5 hectares. The Sport Section has 33 employees to render this service.

6.3 Financial Implications

There are no financial implications should the recommendations as set out in the report be accepted.

As per the approved budget.

6.4 Legal Implications

The recommendations in this report comply with Council's policies and all applicable legislation.

AGENDA**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-04-03****6.5 Staff Implications**

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

The risks are addressed through the content of the report.

6.8 Comments from Senior Management

No comment requested.

6.9 Municipal Manager

Contents noted.

ANNEXURES

Annexure A: Sport Monthly Report for February 2025.

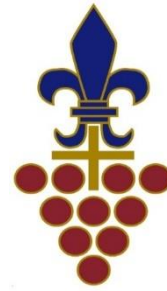
FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8161</i>
E-MAIL ADDRESS	<i>albert.vandermerwe@ Stellenbosch.gov.za</i>
REPORT DATE	

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

The contents of this report have been discussed with the Portfolio Committee Chairperson and the Councillor agrees with the recommendations.

ANNEXURE A



MONTHLY REPORT
FEBRUARY 2025
SPORT SECTION
COMMUNITY
SERVICES

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SPORTS AND FACILITIES

1. GENERAL

All sport facilities are open and fully functional. The cricket season started, and rugby practices and practice matches commenced.

2. TRAINING

- None for the month of February 2025

3. SPORT AND HALLS: CHALLENGES, GOOD NEWS, SPORT CODES

All security concerns are reported to Law Enforcement as received from staff, sport councils and communities.

4. SPORTS FACILITIES MANAGEMENT PLAN

A request was submitted to the SSRA to synchronize and facilitate the signing of the User Agreements. Await confirmation from the SSRA.

Monthly meetings between the Sport Office and the SSRA has been reinstated and will commence in March.

5. RECREATION FACILITIES

- Cloetesville swimming pool is fully operational until end of April 2025. No incidents or challenges were reported in January.
- Jonkershoek Picnic Site is fully operational until end of April 2025. Rehabilitation and repair work caused by storm damages continues during the week.

6. EVENTS FOR SPORTS AND HALLS

None.

7. SPORTING ACTIVITIES AT OUR FACILITIES: FEBRUARY 2025

Sports Facility	Soccer (includes: practices and matches)	Rugby (includes: practices and matches)	Cricket (includes: practices and matches)	Hockey (includes: practices and matches)	Baseball (includes: practices and matches)	Netball (Includes: practices and matches)	Special events
Ida's Valley	14	0	11	0	0	20	Diski soccer
Cloetesville	22	1	4	0	0	6	Athletics
Kayamandi	16	0	0	0	0	0	
Van Der Stel	8	2	24	0	3	0	Athletics
Jamestown	12	0	0	0	0	0	
Raithby	0	0	4	0	0	0	Athletics
Kylemore	4	2	4	0	0	0	
Pniel	0	2	6	0	0	1	
Lanquedoc	0	0	0	0	0	0	
Wemmershoek	6	1	2	0	0	1	
La Motte	2	1	0	0	0	0	
Groendal	18	4	0	0	0	0	
Klapmuts	8	1	2	0	0	0	
Jonkershoek	1	0	0	0	0	0	
Papplaas	2	0	0	0	0	0	

8. VANDALISM BREAK-INS AT SPORTS FACILITIES: FEBRUARY 2025

DATE	LOCATION	COMPLAINT	FEEDBACK/COMMENT
None		•	•

9. CAPITAL PROJECT 2023/24 FEEDBACK

Projects	Fund	Original Budget 2024/2025	Adjustments Budget	Virements	Amended Budget 2024/2025	Planned Expenditure	Actual Expenditure	Shadows (Orders)	Provisional Cost	Actuals + Shadows & Provisional	Balance R	Actual Exp %	Committed %	Universal Key (Ukey)	OV Code	Project Code
Sports Grounds and Picnic Sites		6 500 000	4 383 141	-	10 883 141	7 006 391	588 703	1 389 064	6 261	1 984 029	8 899 112	5,41%	18,23%			
Fencing: Sport Grounds (WC024)	DC - Com	1 750 000	-	-	1 750 000	1 750 000	-	-	-	-	1 750 000	0,00%	0,00%	20230331015056	OV000004000201	PC_0221
Furniture, Tools & Equipment: Sports	CRR	400 000	-	-	400 000	400 000	287 691	7 200	6 261	301 152	98 848	71,92%	75,29%	20220630077155	OV000004000201	PC_0222
Recreational Equipment Sport	CRR	200 000	79 719	-	279 719	179 719	-	59 224	-	59 224	220 495	0,00%	21,17%	20220630077239	OV000004000201	PC_0229
Upgrade of netball courts	CRR	200 000	-	-	200 000	-	-	-	-	-	200 000	0,00%	0,00%	20220630077690	OV000004000201	PC_0234
Re-Surface of Netball/Tennis Courts	CRR	-	271 818	-	271 818	271 818	227 762	11 206	-	238 968	32 850	83,79%	87,91%	20220630077654	OV000004000201	PC_0230
Upgrade of Sport Facilities	CRR	2 400 000	3 100 000	-	5 500 000	2 073 250	73 250	535 041	-	608 291	4 891 709	1,33%	11,06%	20240627025594	OV000004000214	PC_0235
Upgrade of Sport Facilities	DC - Com	-	931 604	-	931 604	931 604	-	-	-	-	931 604	0,00%	0,00%	20220630077636	OV000004000214	PC_0235
Installation of Cricket nets	CRR	50 000	-	-	50 000	50 000	-	-	-	-	50 000	0,00%	0,00%	20220630077645	OV000004000201	PC_0218
Clubhouse Devon Valley Sport Facility	CRR	200 000	-	-	200 000	50 000	-	-	-	-	200 000	0,00%	0,00%	20230621063403	OV000004000201	PC_0334
Specialized Vehicles: Sports	CRR	1 000 000	-	-	1 000 000	1 000 000	-	776 394	-	776 394	223 606	0,00%	77,64%	20240627025403	OV000004000201	PC_0236
Upgrading of Swimming Pool	CRR	300 000	-	-	300 000	300 000	-	-	-	-	300 000	0,00%	0,00%	20230621063418	OV000004000201	PC_0318
TOTAL - Capital		599 345 303	-79 332 744	-	520 012 559	317 734 367	168 425 434	177 461 938	33 355 288			32,39%	0,00%			

10. DEPARTMENT COMMUNITY SERVICES: KEY PERFORMANCE INDICATORS

Ref	KPI	Unit of Measurement	Feb-25					Overall Performance for February 2025 to February 2025		
			Target Adjustments	Target	Target Description	Actual	R	Target	Actual	R
D3390	Facilitation of Sport meetings	Number of monthly Sport meetings facilitated	0	2		2	G	2	2	G
D4187	Submission of Section 80 monthly reports to the Senior Manager: Community Services	Number of monthly Section 80 reports within 10 working days after month end to the Senior Manager: Community Services	1	1		1	G	1	1	G
D4188	Submission of comments on the monthly Section 71 reports to the Senior Manager: Financial Management Services	Number of comments on the monthly Section 71 reports submitted to the Senior Manager: Financial Management Services	1	1		1	G	1	1	G

Overall Summary of Results

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	12
R	KPI Not Met	0% <= Actual/Target <= 74.999%	0
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	3
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
N/A	KPI Did Not Occur	KPIs with a target which did not materialise	0
Total KPIs:			15

11. SPORT & FACILITIES RISK MANAGEMENT

Sport and Facilities	Halls
<p>Criminals vandalise and forcefully removed council assets- this contribution to devastating the municipal operational budgets.</p> <p>Lack of adequate security remains to be a challenge.</p>	<p>Outside lighting at Halls are too weak.</p> <p>Perimeter fencing is continuously vandalised and stolen during nighttime.</p>

12. COMMUNITY SERVICES HUMAN RESOURCES:

Departmental Human Resources:	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025
	JAN	FEB	MAR	APRIL	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC
STAFF COMPLEMENT (CURRENT PERMANENT)												
URBAN FORESTRY	5	5										
ORNAMENTAL HORTICULTURE	20	20										
ENVIRONMENTAL IMPLEMENTATION	18	18										
SPORT AND FACILITIES	34	34										
HALLS	14	14										
PARKS STB	34	34										
PARKS FHK	9	9										
CEMETERIES	13	13										
LIBRARIES	35	35										
WORKSHOP	2	2										
TOTAL	184	184										
FUNDED VACANCIES	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	2	2										
ORNAMENTAL HORTICULTURE	2	2										
ENVIRONMENTAL IMPLEMENTATION	2	2										

SPORT AND FACILITIES	4	3										
HALLS	2	2										
PARKS	2	2										
LIBRARIES	7	7										
CEMETERIES	0	0										
WORKSHOP	1	1										
TOTAL	22	21										
EPWP STAFF	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
ORNAMENTAL HORTICULTURE & Free2Grow	16	16										
URBAN FORESTRY & MTP	0	0										
ENVIRONMENTAL IMPLEMENTATION	23	23										
SPORT AND FACILITIES	13	13										
HALLS	0	0										
PARKS & CEMETERIES	32	32										
WORKSHOP	0	0										
TOTAL	84	84										
TEMPORARY + RELIEVE STAFF	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0										
ORNAMENTAL HORTICULTURE	0	0										
ENVIRONMENTAL IMPLEMENTATION	0	0										
SPORT AND FACILITIES	11	11										
HALLS	0	0										

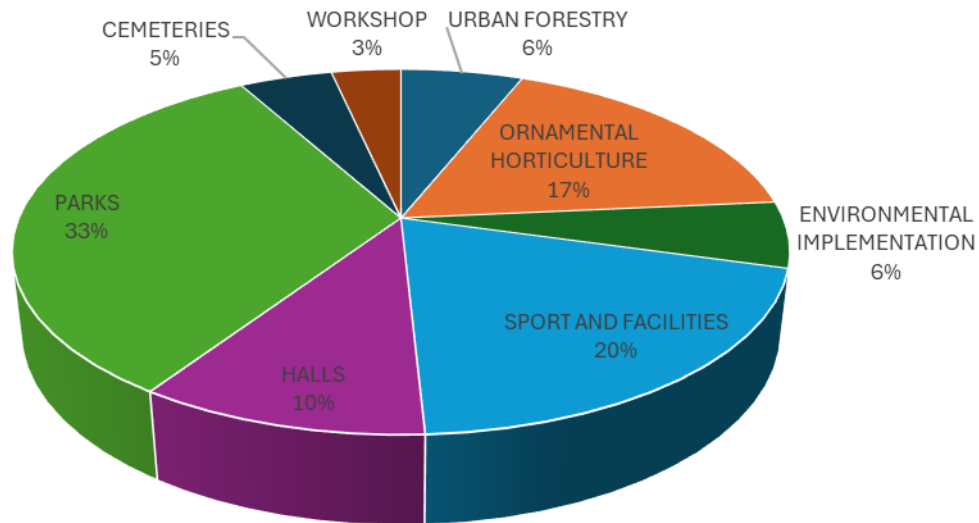
PARKS	0	0										
LIBRARIES	0	0										
WORKSHOP	0	0										
TOTAL	11	11										
RETIREMENTS / RESIGNATIONS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Retirement												
HALLS	0	0										
SPORT	1	0										
Retirement	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
PARKS	0	0										
Resignation	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
WORKSHOP	0	0										
TOTAL	0	0										
DISMISSALS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
RETRENCHMENTS	0	0										
INCAPACITIES	0	0										
DISABLED / CHRONIC ILLNESSES	0	0										
TOTAL	0	0										
INJURY ON DUTY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0										
ORNAMENTAL HORTICULTURE	0	0										
ENVIRONMENTAL IMPLEMENTATION	0	0										
SPORT AND FACILITIES	0	0										
HALLS	0	0										

PARKS	0	0										
LIBRARIES	0	0										
TOTAL	0	0										
TRAINING	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0										
ORNAMENTAL HORTICULTURE	0	0										
ENVIRONMENTAL IMPLEMENTATION	0	0										
SPORT AND FACILITIES	0	0									0	
PARKS STB & FHK	0	0										
LIBRARIES	0	0										
HALLS	0	0										
TOTAL	0	0										
OVERTIME PRE- APPROVALS & STANDBY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	4	4										
BEAUTIFICATION	18	18										
ENVIRONMENTAL IMPLEMENTATION	9	9										
SPORT AND FACILITIES	32	32										
HALLS	12	12										
PARKS	45	45										
CEMETERIES	13	13										
WORKSHOP	2	2										
TOTAL	135	135										

13. OVERTIME STATISTICS FOR COMMUNITY SERVICES

OVERTIME & STANDBY HOURS WORKED	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	182	228										
BEAUTIFICATION	708	657										
ENVIRONMENTAL IMPLEMENTATION	456	220										
SPORT AND FACILITIES	830	744,5										
HALLS	181	383										
PARKS	1012	1225										
CEMETERIES	97,5	173,5										
WORKSHOP	147	130										
TOTAL	3613	3761										

Overtime Hours for February 2025



AGENDA**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-04-03**

7.2.3	MONTHLY REPORT: LIBRARIES: FEBRUARY 2025
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Collaborator No: 783020**IDP KPA Ref No:****File Plan:****Meeting Date:** 3 April 2025**1. SUBJECT: MONTHLY REPORT: LIBRARIES: FEBRUARY 2025****2. PURPOSE**

To notify the Committee of the monthly activities **(ANNEXURE A)** that was conducted by the Sections: Libraries for February 2025.

3. DELEGATED AUTHORITY

For notification by the Portfolio committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Libraries for the month of February 2025 to the Committee for notification.

5. RECOMMENDATION

that the monthly reports by the Sections: Libraries for February 2025, be noted by the Committee.

6. DISCUSSION / CONTENTS**6.1 Background**

The Section: Libraries specialises in public liaison, ad hoc projects and the promotion of literature within the Greater Stellenbosch Area.

6.2 Discussion

The Libraries Section consists of one Manager: Library Services, and five Senior Librarians to manage this section effectively. Their main functions are to provide effective and efficient library service to clients and to promote culture of reading.

6.3 Financial Implications

None

6.4 Legal Implications

The recommendations in this report comply with Council's policies and all applicable legislation.

AGENDA**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-04-03****6.5 Staff Implications**

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

The risks are addressed through the content of the report.

6.8 Comments from Senior Management

No comment requested.

6.9 Municipal Manager

Contents noted.

ANNEXURES

Annexure A: Libraries Monthly Report for February 2025.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8161</i>
E-MAIL ADDRESS	<i>albert.vandermerwe@ Stellenbosch.gov.za</i>
REPORT DATE	

ANNEXURE A

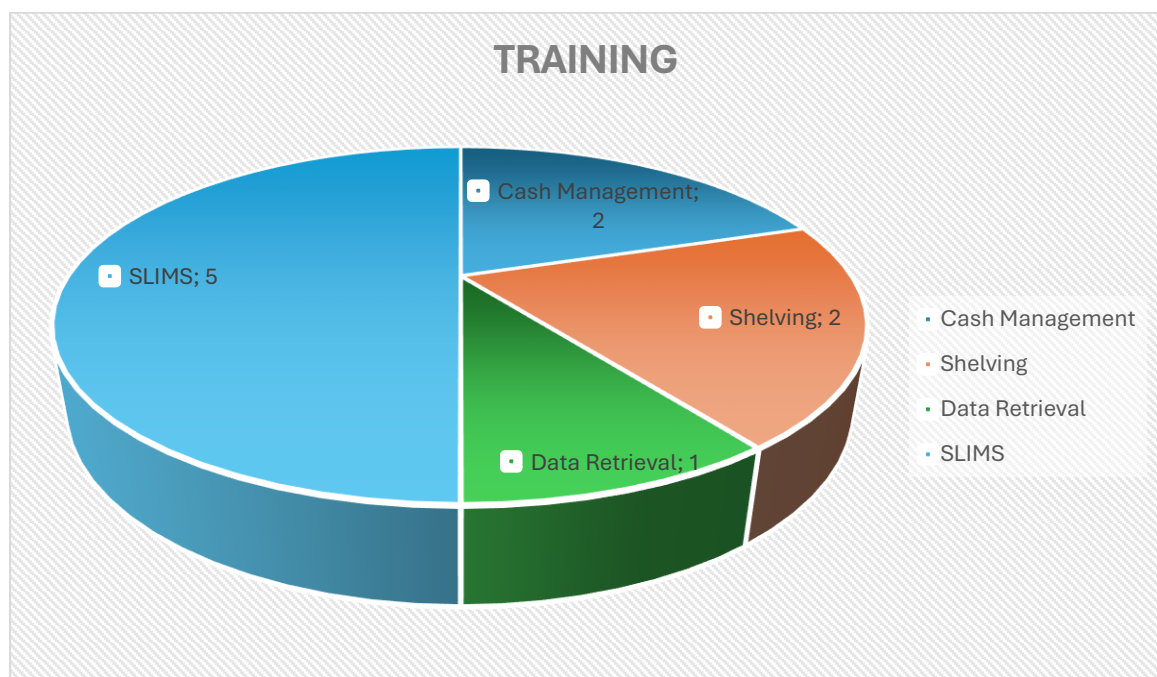
LIBRARY SERVICES

MONTHLY REPORT: FEBRUARY 2025

Month & Year: February 2025

1. COMBINED TRAINING

Library	Name of attendee/s	Course	Designation	No. of attendee/s	Facilitator
Cloetesville	Busisiwe Yako Sulinda Peterson	Cash Management	Library Assistants	2	Inhouse
Cloetesville	Busisiwe Yako Sulinda Peterson	Shelving	Library Assistants	2	Inhouse
Stellenbosch	Thobeka Stokwe	How to pull monthly patron stats report	Library Assistant	1	Inhouse
Plein Street Libraries Department	P. Sijaji N. Zondani	Individual performance Workshop	Senior Librarian Senior Admin Clerk	1	Jo-Ann Petersen: HR
Klapmuts	Anita Tshabe Onke Nkunkwana Vanessa Salmon Anthea Katts	Slims Refresher	Library Assistants	5	Inhouse
Pniel	Yumna Levy				



LIBRARY SERVICES

MONTHLY REPORT: FEBRUARY 2025

Training session, conducted by the Senior Librarian, focused on empowering staff on knowledge and skills in two of the most important areas of library operations: in-house cash management and effective shelving. The session aimed to equip staff with the practical tools and procedures required to handle cash transactions within the library and maintain an organized and user-friendly shelving system for the library patrons.

2. STATISTICS

A. Membership

Membership at the Stellenbosch Libraries has increased compared to last month, due to membership drives which have been conducted by various libraries. These libraries also visited schools and old age homes to promote library materials and services. Staff also encouraged regular patrons to become library members to access the full benefits of the library.

MEMBERSHIP



LIBRARY SERVICES**MONTHLY REPORT: FEBRUARY 2025****Connectivity:**

The relative increase in connectivity suggests that digital engagement is still growing, albeit at a slower pace than in-house usage. While not as significant as the rise in in-house usage, this indicates that the library is slowly but steadily gaining traction in the digital realm as well.

Patron foot count

The substantial rise in the patron foot count suggests that there has been a marked increase in the number of individuals physically visiting the library. This could imply that the library's space is being used more frequently for activities, events, or other engagements, regardless of membership. A higher foot count, despite membership decline, may reflect broader community interest in the library, showing that the space is becoming more integral to local life, even if it's not being directly linked to membership numbers.

Stellenbosch libraries offer a wide range of resources to the schools in communities including educators, and lifelong learners. Many people are drawn to the free services we offer, including borrowing books, free internet access, and educational materials.

In house usage

The sharp increase in in-house usage is a noteworthy development. It suggests that members or potentially new users have become more active in utilizing library services in person. The library's facilities and resources have been well used by community members and children. Computer usage remains high, especially for accessing for job-search and children using computers for educational games.

LIBRARY SERVICES

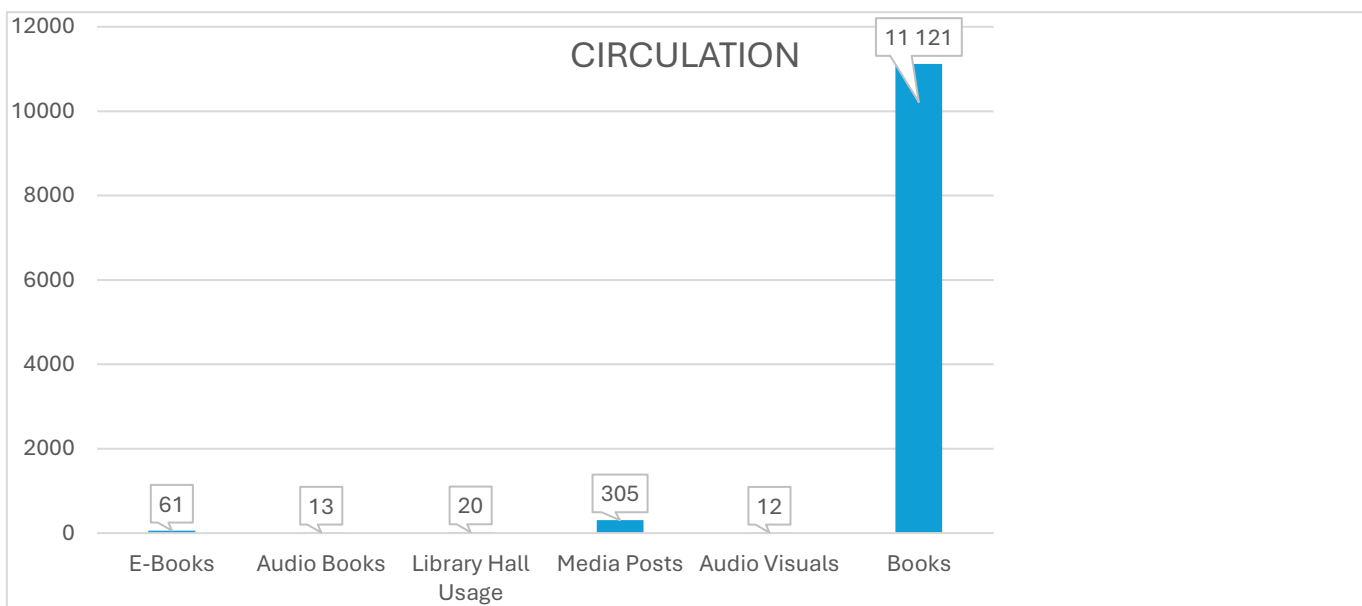
MONTHLY REPORT: FEBRUARY 2025

B. Circulation

The library's circulation data indicates strong demand for books, moderate interest in magazines, and low engagement with e-books and audio-visual materials. To improve engagement across all categories, the library should:

- Expand digital offerings (e-books,) to meet modern demands.
- Promote digital magazine subscriptions to align with current reading trends.
- Shift focus away from physical audio-visual collections and explore partnerships for digital media.

These changes would not only cater to the evolving needs of library patrons but also increase accessibility to a broader range of resources, enhancing overall user engagement.



i. E-Book

The lack of e-book circulation is concerning, as digital reading continues to grow in popularity. The library should focus on expanding its digital offerings and promoting e-book access through partnerships with digital platforms.

Raising awareness of e-book collections through targeted marketing and providing access to easy-to-use platforms will help the library cater to modern reading habits.

There have been a few requests for e-books compared to physical books. This could be attributed to various factors, including digital literacy challenges among some community members or limited internet connectivity at home.

LIBRARY SERVICES

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ii. Books

The high circulation of books indicates that traditional reading materials are highly valued by the library patrons. The libraries should continue to invest in maintaining a diverse and up-to-date collection. A portion of our patrons still prefer the traditional method of engaging with printed materials.

iii. Library Hall Usage

The library halls have been used for storytelling sessions. Community members particularly prefer using the community hall for activities because of the ample space it offers. There are various Workshops and Trainings which are conducted in the halls by different sectors.

iv. Media Posts

Libraries have been using the media to attract patrons and to promote the various activities that are held

v. Audio-visuals

The low circulation of audio-visual materials reflects the trend of users moving toward streaming services for media consumption. The library should consider shifting its focus away from physical media and explore partnerships for digital streaming services or online video content to remain relevant.

3. LIBRARY OUTREACH AND EVENTS

Activity	Total	Target group	Description
Story Telling	16	Grade R – Grade 6	Story books are carefully selected to match the children's mother tongue and social-emotional needs to ensure a positive learning experience. Picture books, board books and more advanced books are ideal choices for this age group, as they cater to their stage of development. It also encourages problem-solving skills as they make sense of the stories.
Adopt a School (creche or pre-school)	348	Grade R- Grade 2 & Pre-teen	This was to enhance reading engagement, help with developing a wide reading culture, and promote the role of your library within the community educational institutions.
Literacy Classes	5	Primary School learners	Literacy lessons is offered to primary school children twice per week after school to assist with reading and comprehension
Patron Basic IT Skills Training	58	All Ages	Assist those who are computer illiterate with various computer applications.

LIBRARY SERVICES

MONTHLY REPORT: FEBRUARY 2025

4. Story Telling



5. Adopt a School

The libraries have hosted a series of engaging events and themes for children, each designed to foster learning and community engagement. These events were held at Petite Crèche and one at Pniel Primary School, Grade R. These sessions covered four themes: Careers, School, Pets, and Rules, reaching a total of 72 children.

The Careers theme helped children explore various occupations, sparking their curiosity and encouraging them to ask questions about different jobs, which promoted awareness of societal roles and early aspirations.

The school theme was particularly relevant for children about to start their schooling journey, alleviating anxieties about the transition and making school seem more accessible and fun.

The Pets theme introduced ideas of responsibility, care, and empathy, helping children understand the importance of treating animals with kindness and taking care of their pets. The Rules theme played a critical role in teaching social and moral behaviours, helping children understand boundaries, respect, and discipline, which contributed to better behaviour and cooperation.



LIBRARY SERVICES

MONTHLY REPORT: FEBRUARY 2025

6. Literacy Classes

These sessions are held twice a week, target primary school children and aim to assist with reading and comprehension. Approximately 9 children attend the classes regularly. The consistent, twice-weekly format helps reinforce literacy skills and addresses gaps in foundational literacy, focusing on improving reading fluency, comprehension, and vocabulary.

7. Patron Basic IT Skills Training

The main objective of the session is to provide participants with basic computer skills, such as using word processing, browsing the internet, and understanding email, job-hunting skills, such as creating a professional resume, how to do job search websites, and applying for jobs online.

8. PROGRAMS / MARKETING EVENTS

Event	Total	Target Audience	Description
Valentines Day	59	Grade R	To celebrate romantic love, friendship and admiration.
World Read aloud day	30	All Ages	World Read Aloud Day is a global initiative that encourages people of all ages to come together and share the magic of stories through reading aloud, the library staff went to the local creche to read aloud to the children there.
Adam Small Festival	1	Children	As part of the Adam Small festival celebrations the library was tasked to execute storytelling at the local schools

8.1 Valentines Day



LIBRARY SERVICES

MONTHLY REPORT: FEBRUARY 2025

8.2 World Read -a- Loud Day

For World Read Aloud Day, a global initiative that promotes the joy of sharing stories through reading aloud, the library staff visited Petite Creche to participate in the celebration. During this event, 10 children were engaged in storytelling, as library staff read aloud to them, encouraging a love for literature and language. This initiative aimed to foster a sense of community and highlight the importance of reading aloud in early childhood development, while providing the children with an enjoyable and educational experience.

Cloeteville library on the 5th February 2025, hosted World Read aloud day with Nora Tyres Creche . theme love , in celebration of February month as the month of love . The target group consisted of children 2-5 years who were invited to participate in the Read Aloud Day event at the library.



8.2 Adam Small Festival

As part of the Adam Small Festival celebrations, Pniel library was tasked with executing storytelling sessions at two local schools. The events aimed to engage children through interactive storytelling, and each child received a packet of sweets and chips, along with a bookmark and colouring pages. The first event took place at Petite Creche on 21 February 2025, while Pniel Primary was visited on 20 February 2025. In total, 36 children were reached across both schools, benefiting from the festival's activities. The event combined fun and education, leaving the children with creative materials to enjoy after the session.



LIBRARY SERVICES

MONTHLY REPORT: FEBRUARY 2025

9. PARTNERSHIPS

Partner	Details
Word Open World	Requested Community Public Libraries to join them on reading cycles
Friends of the library	Group of book lovers coming together to engage different communities in book reading
Adam Small Festival	Literary festival dedicated to showcasing literary work from current and past authors of South Africa combined with music and other shows.
The Franschhoek Rotary Club	Provide free computer classes
Inceba trust (ECD)	ECD training and invite creche's to the library
Score	Collaboration with score on Child Protection Week

The main purpose of building partnership is to maintain a sustainable library services leading to sustainable communities

The Adam Small Festival Coordinators partnered with the library for the Adam Small Literary Festival, held from 19-21 February 2025. This collaboration was a joint effort aimed at promoting literacy and community engagement. As part of the partnership, the festival coordinators generously donated sweets and snacks for the schools, enhancing the festival experience for the children. Additionally, the library participated by visiting local schools to read stories to the students, aligning with the festival's goal of fostering a love for reading and storytelling within the community.

LIBRARY SERVICES

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10. COLLECTION DEVELOPMENT

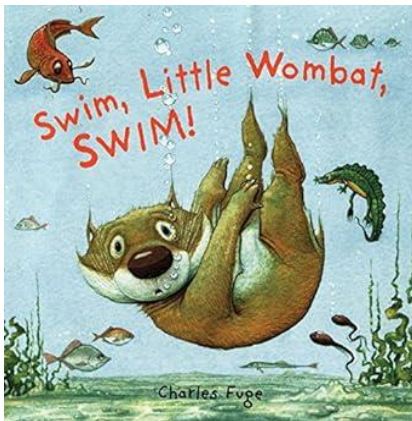
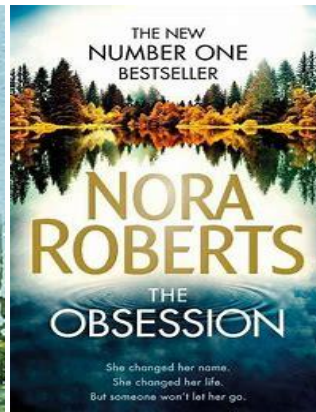
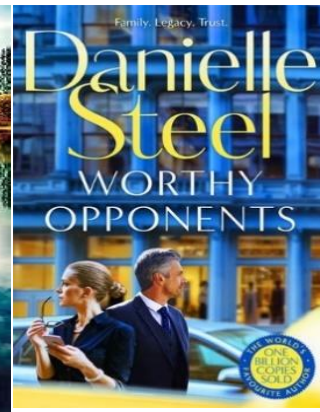
A. Book Reviews

Adult Books				
Title	Summary	Genre	Target audience	Recommendation
Skadu self	Die tragiese verhaal van die mooie maar onstabiele Thea wat in die tronk beland weens 'n verskriklike misdaad. Soos wat sy, haar man Clay en haar oudste dogter Sanusha hul stukkende lewens probeer heelmaak, vorm hul individuele verhale die stukke van 'n tragiese legkaart wat ewig by hulle sal spook.	Noval	Adults	Teaches life lessons
The Obsession by Nora Roberts	In The Obsession, Nora Roberts tells the gripping story of Naomi, a young girl who uncovers her father's dark secret. Naomi's life is shattered by trauma, harassment and the suicide of her mother. She changes her name to escape her past, but someone continues to haunt her, leading to a murder in her new town.	English Fiction, Thriller	Adults	This story is about the main character, Naomi's journey of survival and self-discovery and this makes it a compelling and emotional, and captivating read that will appeal to most thriller, fiction readers.
Worthy opponents by Danielle Steel	This was a great Danielle Steel book! Simple storyline without a lot of unneeded fluff, and wonderful characters. Spender is a fighter of a woman who knows what she wants and isn't afraid of putting in some hard work to get there. Mike was a bit off-putting and arrogant in the beginning, but quickly redeemed himself and became quite likable.	English Fiction, Romance	Adults	I thought this was a great example of what Danielle Steel does best; her seasoned readers should love this, and if this is a first read for someone, it will keep them coming back for more of her stories.
Junior Books				
Title	Summary	Genre	Target audience	Recommendation
Swim, Little Wombat, Swim	The marsupial learns a lesson about making judgments. He meets an unfamiliar creature, a	Picture Book (JF)	1-3 years old	The book teaches valuable life lessons, especially the

LIBRARY SERVICES

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	<p>platypus, and makes fun of its walk and fuzzy face.</p> <p>But the two become friends after Wombat tries to show off and sinks in the pond where Platypus is swimming. Patient Platypus teaches Wombat to swim, and they celebrate with a race as Wombat's</p>			<p>importance of courage and never giving up. Little Wombat is initially afraid to swim, but through the support of friends and believing in himself, he conquers his fears. This can inspire children to face challenges with resilience</p>
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B. Project Files and

Pamphlets

Libraries provide pamphlets to support students from primary to high school, helping our communities with up-to-date information on topics which do not have any officially published information yet. These pamphlets contain a variety of information sourced from newspapers. Project files are mainly developed to provide basic reference information for students

Name	Total	Subject	Description
Bullying	1	Life Orientation	Intervene in a Safe Way: If you're able to do so, calmly intervene to stop the bullying without escalating the situation. Awareness: Teach others about the effects of bullying and encourage kindness and respect for others. Support for the Bully
Careers	1	Career Paths	Provide information regarding different career paths, job skills, and resources for career development.
Fire Engines		Natural Science and Technology	Students wanted to know about different kinds of fire engines

LIBRARY SERVICES

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IR4		CAT	Information on the fourth industrial revolution to assist children seeking information on this topic

Bulling

Teach others about the effects of bullying and encourage kindness and respect for others. Support for the Bully.

Careers

Provide information regarding different career paths, job skills, and resources for career development

The file/pamphlet titled "IR4" is a pamphlet file designed for Grade 10 CAT (Computer Applications Technology) students. The project file makes use of a total of four internet sources, which are referenced to support the content. The information on this topic was enquired for during the month of February. The goal of the file is to provide a comprehensive overview of the Fourth Industrial revolution, helping students grasp the concepts effectively through practical examples and clear explanations

LIBRARY SERVICES

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11.DISPLAYS

Theme	Subject	Total	Description	Picture
World read aloud day	Literacy & Comprehension	5	The day is dedicated to the importance of reading aloud and sharing stories to inspire a love of reading and literacy.	
Sun smart - Cancer	Life Orientation	1	We want to educate and at the same time protect our community by raising awareness by informing them about the risks of excessive sun exposure and its link to skin cancer.	
Good Food for Your mind	Life Orientation	1	Educate children on nutritional foods that the body and mind need to function optimally	
Share the love of reading	Reading	1	"Share the Love of Reading" is an initiative aimed at encouraging reading habits from a very early age. The campaign emphasizes the importance of starting to read to children beginning in infancy. Early exposure to books and reading helps children develop language skills, enhances their imagination, and fosters a lifelong love of learning.	

LIBRARY SERVICES

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Tour Africa	Touring Africa	1	The day aims to create awareness and promote travel in the African continent. We are especially proud of our country, so this display is to promote local travel.	
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The library displays usually are developed around the socio-economic topics of a particular community or the nation at large.

12. OHS

A. Alarms

The alarm system at Groendal Library needs up-grading. A night security guard is needed at Cloetesville library. Community members use the library grounds as a pathway to the street behind the library. Result is vibracrete fencing has been damaged.

Free Wi-Fi around the library also attracts vagrants who use the area to sleep in at night.

13. Human Resources

A. Staffing

New Appointments

1x IT Cadet (Start date 05 February 2025)
Conditional Grant funded Post (2yr Contracts)

Retirements / Resignations

None

AGENDA**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-04-03**

8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER
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NONE

10.	URGENT MATTERS
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11.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE