



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

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

2025-06-05

**NOTICE OF A
SPORT, YOUTH AND CULTURE
COMMITTEE MEETING
THURSDAY: 2025-06-05 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, 2025-06-05 at 10:00** to consider the attached Agenda.

**CLLR TO KUMM
CHAIRPERSON**

A G E N D A
SPORT, YOUTH AND CULTURE
COMMITTEE MEETING
2025-06-05
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	NONE	
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	NONE	

AGENDA**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-06-05**

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: 2025-04-02	(3/4/3/5/2/4)

The minutes of the Youth, Sport and Culture Committee meeting held on 2025-04-02 is attached as **APPENDIX 1**.

APPENDIX 1



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

2025-04-03

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MINUTES

SPORTS, YOUTH AND CULTURE COMMITTEE MEETING

2025-04-03 AT 10:00

MINUTES
SPORT, YOUTH AND CULTURE
COMMITTEE MEETING
2025-04-03
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	NONE	
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	NONE	
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	NONE	
10.	CONSIDERATION OF URGENT MATTERS	
11.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	NONE	

MINUTES**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-04-03****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)
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.

2.	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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NONE

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

2

MINUTES

SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING

2025-04-03

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: 2025-03-06	(3/4/3/5/2/4)
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The minutes of the Youth, Sport and Culture Committee meeting held on 2025-03-06 **were confirmed as correct.**

3

MINUTES

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: 6 March 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.

SPORT, YOUTH AND CULTURE COMMITTEE: 2025-04-03: ITEM 7.2.1

NOTED

the monthly reports of Halls for February 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	albert.vandermerwe@ Stellenbosch.gov.za
REPORT DATE	

MINUTES

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.

SPORT, YOUTH AND CULTURE COMMITTEE: 2025-04-03: ITEM 7.2.2**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	

MINUTES

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.

SPORT, YOUTH AND CULTURE COMMITTEE: 2025-04-03: ITEM 7.2.3

NOTED

the monthly reports by the Sections: Libraries for February 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	albert.vandermerwe@ Stellenbosch.gov.za
REPORT DATE	

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 10:15.

CHAIRPERSON:

DATE:

Confirmed on **with/without amendments**

AGENDA**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-06-05**

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: MARCH 2025
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Collaborator No: 84963**IDP KPA Ref No:****Meeting Date:** 5 June 2025**1. SUBJECT: MARCH 2025 MONTHLY REPORT: HALLS****2. PURPOSE**

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

5. RECOMMENDATION

that the monthly reports of Halls for March 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****2025-06-05****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 March 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	albert.vandermerwe@ 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
MARCH 2025
HALLS
DEPARTMENT
COMMUNITY
SERVICES

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1.1 HIRING OF HALLS

Month: March 2025	Deposit	Rental of Hall	Name and Contact details
	STELLENBOSCH TOWN HALL		
20-23/03/2025	R6073,00	R30352,20	THE METHODIST CHURCH OF SOUTHERN AFRICA
	KLAPMUTS MULTI-PURPOSE CENTRE		
03/2025	N/A	R7163,00	SASSA
03/2025	N/A	R551,00	DEON KLAASSEN
03/2025	N/A	R882,00	NAOMI LANGEVELDT
01/03/2025	N/A	R754,00	JC ANTHONY
08/03/2025	R706,00	R864,00	SURETHA VAN NIEKERK
13/03/2025	R705,00	R705,00	RANYAKA COMMUNITY TRANSFORMATION NPC
15/03/2025	R705,00	R754,00	ANKE CYSTER
21&22/03.2025	R711,00	R1139,70	CHANTAL LEKAY
29/03/2025	N/A	R600,00	NAOMI LANGEVELDT
	EIKESTAD HALL		
03/2025	N/A	R560,00	WEBER NONGENI
28&29/03/2025	R552,00	R898,20	ANTIONETTE LEWIS
	CLOETESVILLE BANQUET HALL		
01/03/2025	R198,00	R198,00	VERONIQUE TITUS
02/03/2025	R198,00	R198,00	YOLANDI PAULSE
05,12,19,&26/03/2025	N/A	R554,40	CHANGE ABILITY
08/03/2025	R198,00	R198,00	ANTIONETTE LEWIS
09&30/03/2025	N/A	R396,00	ONEIL MUTHIEN
23/03/2025	N/A	R198,00	ONEIL MUTHIEN
23/03/2025	N/A	R198,00	CHRISTOPHER THEUNISSEN

	WEMMERSHOEK COMMUNITY HALL		
03/2025	N/A	R316,00	ST GEORGE
03/2025	N/A	R316,00	ISAAC DAVIDS
14/03/2025	R316,00	R472,00	GRAGERY MEIRING
29/03/2025	R316,00	R944,00	ELZANE AFRICA
	LAMOTTE COMMUNITY HALL		
03/2025	N/A	R316,00	ST GEORGE
03/2025	N/A	R316,00	ONEIL MUTHIEN
01/03/2025	R316,00	R472,00	AMINA DU TOIT
18/03/2025	R316,00	R316,00	LUCHMI PIENAAR
29/03/2025	R316,00	R472,00	CHRISTELL BOONZAAIER

	GROENDAL COMMUNITY HALL		
NONE			
	FRANSCHHOEK TOWN HALL		
03/2025	N/A	R1653,00	SASSA
08/03/2025	R551,00	R600,00	AMANDA KOFI
29/03/2025	R551,00	R600,00	AC TOCK

	KYLEMORE COMMUNITY HALL		
03/2025	N/A	R826,50	WAYNE MOSES
03/2025	N/A	R560,00	FRANCOIS LAUBSER
11&21/03/2025	R551,00	R1102,00	KUNSTE ONBEPERK NPC
22/03/2025	R551,00	R788,00	VERITY MOSES
	PNIEL BANQUET HALL		
03/2025	N/A	R551,00	NAC
03/2025	N/A	R551,00	PNIEL BAPTIST FELLOWSHIP
03/2025	R551,00	R789,00	JONATHAN VAN NIEKERK
08/03/2025	R551,00	R788,00	JENEVEVE MYBURG
4,7,14,16,17-20&25/03/2025	R551,00	R5196,00	KUNSTE ONBEPERK NPC
21/03/2025	R551,00	R788,00	BRANDON WILLIAMS
22/03/2025	R551,00	R788,00	ASHWIN JEFTHAS

	KAYAMANDI COMMUNITY HALL		
04/03/2025	N/A	R154,00	EMIHLE GQAKULE
05/03/2025	N/A	R154,00	MR MACFALLEN
06/03/2025	N/A	R154,00	MVELELI MGATINI
08/03/2025	N/A	R154,00	VUYANI MKOHLA
14/03/2025	N/A	R154,00	SINALO SOBANTU
16/03/2025	N/A	R154,00	VUYANI MKOHLA
20/03/2025	N/A	R154,00	SINALO SOBANTU
22/03/2025	N/A	R154,00	NOZUKO MGAMELI
23/03/2025	N/A	R154,00	GATYENI
28/03/2025	N/A	R154,00	SINALO SOBANTU
29/03/2025	N/A	R154,00	SIZEKA SIGUBA
31/03/2024&01/04/2025	N/A	R308,00	LOVE TO GIVE

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										2	0,6
Klapmuts Multi-purpose Centre	3	12	9										24	8
Eikestad Hall	1	5	2										8	2,6
Cloetesville Banquet Hall	2	3	7										12	4
Wemmershoek Community Hall	5	4	4										13	4,3
La Motte Community Hall	3	4	5										12	4
Franschhoek Town Hall	1	3	3										7	2,3
Groendal Community Hall	0	0	0										0	0
Kayamandi Community Hall	9	15	12										36	12
Kylemore Community Hall	3	4	4										11	3,6
Pniel Banquet Hall	3	4	7										14	4,6
Total Functions	30	55	54										139	46, 3

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	R30352,20										R39534,20	R13178,06
Klapmuts multi-Purpose Centre	R6392,30	R14295,40	R13412,70										R34100,40	R1366,80
Eikestad Hall	R551,00	R3805,60	R1458,20										R5814,80	R1939,26
Cloetesville Banquet Hall	R811,80	R1517,40	R1940,40										R4269,60	R1423,20
Wemmershoek Community Hall	R1892,00	R948,00	R2048,00										R4888,00	R1629,33
La Motte Community Hall	R1736,00	R1576,00	R1892,00										R5204,00	R1734,66
Franschhoek Town Hall	R1653,00	R27351,90	R2853,00										R31857,90	R10619,30
Groendal Community Hall	R0,00	R0,00	R0,00										R0,00	R0,00
Kayamandi Community Hall	R1540,00	R5654,00	R2002,00										R9196,00	R3065,33
Kylemore Community Hall	R1818,30	R2259,70	R3276,50										R7354,50	R2451,50
Pniel Banquet Hall	R2237,20	R3151,40	R9451,00										R14839,60	R4946,53
Total Amount	R18631,60	R69741,40	R68686,00										R157059,00	R52353,00

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	Mar-25				Overall Performance for March 2025 to March 2025		
			Target	Target Description	Actual	R	Target	Actual	R
D3383	Spend the Recreation, Sport Grounds and Halls approved Capital Budget	Percentage of approved Capital Budget of the Recreation, Sport Grounds and Halls actually spent by 30 June	60%		7.32%	R	60%	7.32%	R
D3384	Capital spending committed on the financial management system	Percentage Capital Budget committed by 31 March (30% by September, 60% by December and 90% by March)	90%		18.96%	R	90%	18.96%	R
D3385	Submission of final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2025/26)	Percentage of final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2025 and 100% by 30 June 2025 for the 2025/26 financial year)	50%		50%	G	50%	50%	G
D3386	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to SCM within 10 days before start of the quarter	1		1	G	1	1	G
D3387	Attendance of Quarterly Occupation Health and Safety (OHS) meetings	Number of quarterly OHS meetings attended by the manager or seconded	1		1	G	1	1	G
D3388	Submission of a list of SOPs to be developed or reviewed to the Senior Manager: Community Services	Number lists of SOPs to be developed or review submitted to the Senior Manager: Community Services by 31 July	0		0	N/A	0	0	N/A
D3389	Develop or Review Standard Operating Procedures (SOPs) within the Section: Recreation, Sport Grounds and Halls	Percentage of SOPs Developed or Reviewed of which must 50% must be completed by December and 100% by 30 June	0%		0%	N/A	0%	0%	N/A
D3390	Facilitation of Sport meetings	Number of monthly Sport meetings facilitated	2		2	G	2	2	G
D3496	Facilitation of the Annual Mayoral Youth Cup	Number of Annual Mayoral Youth Cups facilitated by 30 June	0		0	N/A	0	0	N/A
D3992	Submission of a Sports Asset Management Policy to the Snr Manager: Community Services	Number of Sports Asset Management Policies submitted to the Snr Manager: Community Services by 30 June	0		0	N/A	0	0	N/A
D3993	Submission of a draft General Sports Policy to the Snr Manager: Community Services	Number of draft General Sports Policies submitted to the Snr Manager: Community Services by 30 June	0		0	N/A	0	0	N/A
D3994	Submission of a Municipal Sports Policy to the Director: Community and Protection Services	Number of Municipal Sports Policies submitted to the Director: Community and Protection Services by 30 June	0		0	N/A	0	0	N/A
D3996	Submission of a 30-year Sports Facility Plan to the Director: Community and Protection Services	Number of 30-year Sports Facility Plans submitted to the Director: Community and Protection Services by 30 June	0		0	N/A	0	0	N/A
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	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	G	1	1	G

Overall Summary of Results

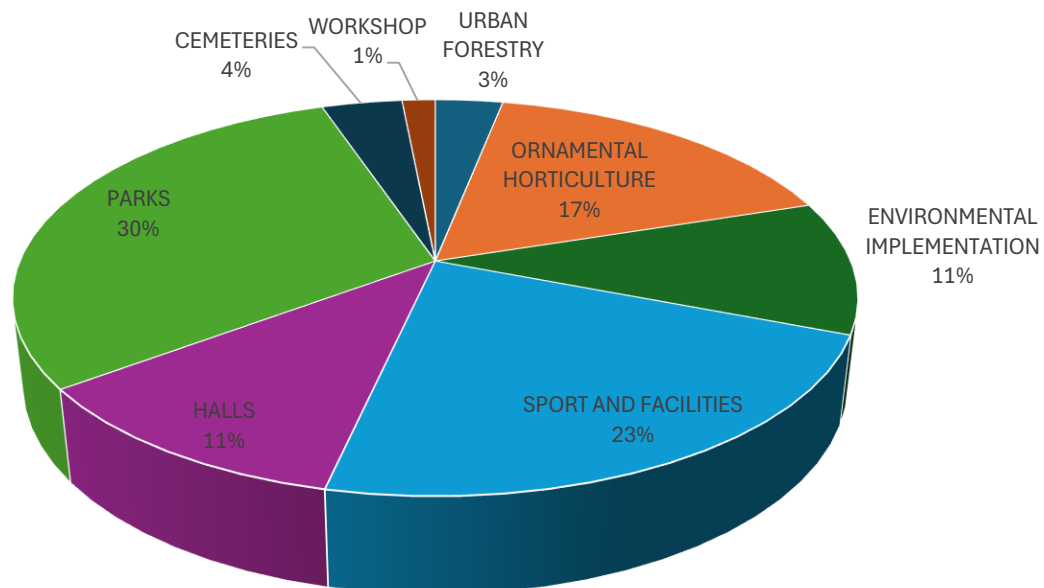
N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	7
R	KPI Not Met	0% <= Actual/Target <= 74.999%	2
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	6
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI 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

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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	128									
ORNAMENTAL HORTICULTURE	708	657	703									
ENVIRONMENTAL IMPLEMENTATION	456	220	452									
SPORT AND FACILITIES	830	744,5	938,5									
HALLS	181	383	470									
PARKS	1012	1225	1246									
CEMETERIES	97,5	173,5	152,5									
WORKSHOP	147	130	63									
TOTAL	3613	3761	4153									

Overtime Hours for March 2025



AGENDA**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-06-05**

7.2.2	MONTHLY REPORT: HALLS: APRIL 2025
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Collaborator No: 786191

IDP KPA Ref No:

Meeting Date: 5 June 2025

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

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

5. RECOMMENDATION

that the monthly reports of Halls for April 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.

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.

AGENDA**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-06-05****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 April 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	albert.vandermerwe@ 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
APRIL 2025
HALLS
DEPARTMENT
COMMUNITY
SERVICES

Table of Contents

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1.2 Total Functions	1
1.3 Total Revenue	4
1.4 Halls Maintenance Report	6-9
1.5 Key Performance Indicators.....	10
1.6 Overtime Statistics.....	11

1.1 HIRING OF HALLS

Month: April 2025	Deposit	Rental of Hall	Name and Contact details
	STELLENBOSCH TOWN HALL		
05/04/2025	R5272,00	R9182,00	BARRON LUMPUNGU
10/04/2025	R3670,00	R4299,40	STELLENBOSCH UNIVERSITY
12/04/2025	R6074,00	R10001,00	FIONA DU RAAN-GROENEWALD
13/04/2025	R6073,00	R10001,00	FARAAZ MULLAJEE
19&20/04/2025	R4471,00	R12135,00	CHRIST EMBASSY CAPE TOWN
30/04/2025	R5272,00	R7366,00	WEST BANK HIGH
	KLAPMUTS MULTI-PURPOSE CENTRE		
04/2025	N/A	R716,00	NAOMI LANGEVELDT
04/2025	N/A	R6612,00	SASSA
04/2025	N/A	R991,80	DEON KLAASSEN
05/04/2025	R705,00	R754,00	IGOR GURRAH
13/04/2025	R551,00	R600,00	UMCOSA CAPE WINELANDS CIRCUIT CHURCH
19/04/2025	R706,00	R754,00	ZUKILE SEMENTE
26/04/2025	R705,00	R754,00	ESMERELDA SEPTEMBER
	EIKESTAD HALL		
04/2025	N/A	R550,00	WEBER NONGENI
05/04/2025	R551,00	R788,00	JOHN ARENDSE
20/04/2025	R551,00	R788,00	JUANIETA DEYSEL
	CLOETESVILLE BANQUET HALL		
04/2025	N/A	R594,00	ONEIL MUTHIEN
2,19,16,23,30/04/2025	N/A	R693,00	CHANGEABILITY
05/04/2025	R198,00	R198,00	THERESA HENDRICKS
26/04/2025	R198,00	R198,00	JUNE JACOBS

	WEMMERSHOEK COMMUNITY HALL		
04/2025	N/A	R316,00	ISAAC DAVIDS
04/2025	N/A	R316,00	THE PARISH OF ST GEORGE
20/04/2025	R316,00	R472,00	ANORIKA SLINGER
26/04/2025	R316,00	R472,00	BERANDENE SMITH
	LAMOTTE COMMUNITY HALL		
04/2025	N/A	R316,00	ONEIL MUTHIEN
04/2025	N/A	R316,00	THE PARISH OF ST GEORGE
05/04/2025	R301,00	R472,00	BRUCHENES GLAM FAIRY
25&26/04/2025	R316,00	R566,40	DOROTHEA SIMPSON

	GROENDAL COMMUNITY HALL		
NONE			
	FRANSCHHOEK TOWN HALL		
04/2025	N/A	R2204,00	SASSA
18,19,20/04/2025	N/A	R1751,00	ONEIL MUTHIEN

	KYLEMORE COMMUNITY HALL		
04/2025	N/A	R771,40	WAYNE MOSES
04/2025	N/A	R570,00	FRANCOIS LAUBSER
04/2025	N/A	R551,00	NAC
22/04&17/06/2025	N/A	R936,70	RIGHT TO CARE
	PNIEL BANQUET HALL		
04/2025	N/A	R551,00	PNIEL BAPTIST FELLOWSHIP
04/2025	N/A	R560,00	JONATHAN VAN NIEKERK
12/04/2025	R551,00	R788,00	ROBIN DREYER
21/04/2025	R551,00	R945,00	SANDRA MENTOOR
26/04/2025	R551,00	R1103,20	GRANT SCOTT
27/04/2025	R551,00	R788,00	ROCHELLE NICHOLS

	KAYAMANDI COMMUNITY HALL		
01/04/2025	N/A	R154,00	SINALO SOBANTU
08/04/2025	N/A	R154,00	EMERALD LIFE
09/04/2025	N/A	R154,00	LEE SHABALALA
09&10/04/2025	N/A	R308,00	NOPHELO PHAHLO
11/04/2025	N/A	R154,00	SINALO SOBANTU
12/04/2025	N/A	R154,00	VUYANI NHOHLA
17/04/2025	N/A	R154,00	SINALO SOBANTU
18&20/04/2025	N/A	R308,00	MBAMBALALA
21&22/04/2025	N/A	R308,00	PASTOR NKQAKOLWANA
25/04/2025	N/A	R154,00	SINALO SOBANTU
29/04/2025	N/A	R154,00	PASTOR NKQAKOLWANA
30/04/2025	N/A	R154,00	SINALO SOBANTU

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	6									8	2
Klapmuts Multi-purpose Centre	3	12	9	7									31	7,7
Eikestad Hall	1	5	2	3									11	2,7
Cloetesville Banquet Hall	2	3	7	4									16	4
Wemmershoek Community Hall	5	4	4	4									17	4,2
La Motte Community Hall	3	4	5	4									16	4
Franschhoek Town Hall	1	3	3	2									9	2,2
Groendal Community Hall	0	0	0	0									0	0
Kayamandi Community Hall	9	15	12	12									48	12
Kylemore Community Hall	3	4	4	4									15	3,7
Pniel Banquet Hall	3	4	7	6									20	5
Total Functions	30	55	54	52									191	47,7

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	R30352,20	R52984,40									R92518,60	R23129,65
Klapmuts multi-Purpose Centre	R6392,30	R14295,40	R13412,70	R11181,80									R45282,20	R11320,55
Eikestad Hall	R551,00	R3805,60	R1458,20	R2126,00									R7940,80	R1985,20
Cloetesville Banquet Hall	R811,80	R1517,40	R1940,40	R1683,00									R5952,60	R1488,15
Wemmershoek Community Hall	R1892,00	R948,00	R2048,00	R1576,00									R6464,00	R1616,00
La Motte Community Hall	R1736,00	R1576,00	R1892,00	R1670,40									R6874,40	R1718,60
Franschhoek Town Hall	R1653,00	R27351,90	R2853,00	R3955,00									R35812,90	R8953,22
Groendal Community Hall	R0,00	R0,00	R0,00	R0,00									R0,00	R0,00
Kayamandi Community Hall	R1540,00	R5654,00	R2002,00	R2310,00									R11506,00	R2876,50
Kylemore Community Hall	R1818,30	R2259,70	R3276,50	R2829,10									R10183,60	R2546,00
Pniel Banquet Hall	R2237,20	R3151,40	R9451,00	R4735,20									R19574,80	R4893,70
Total Amount	R18631,60	R69741,40	R68686,00	R85050,90									R242109,90	R60527,47

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	Responsible Department	KPI	Unit of Measurement	Apr-25				Overall Performance for April 2025 to April 2025		
				Target	Target Description	Actual	R	Target	Actual	R
D3383	Community and Protection Services - Recreation, Sport Grounds and Halls	Spend the Recreation, Sport Grounds and Halls approved Capital Budget	Percentage of approved Capital Budget of the Recreation, Sport Grounds and Halls actually spent by 30 June	0%		0%	N/A	0%	0%	N/A
D3384	Community and Protection Services - Recreation, Sport Grounds and Halls	Capital spending committed on the financial management system	Percentage Capital Budget committed by 31 March (30% by September, 60% by December and 90% by March)	0%		0%	N/A	0%	0%	N/A
D3385	Community and Protection Services - Recreation, Sport Grounds and Halls	Submission of final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2025/26)	Percentage of final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2025 and 100% by 30 June 2025 for the 2025/26 financial year)	0%		0%	N/A	0%	0%	N/A
D3386	Community and Protection Services - Recreation, Sport Grounds and Halls	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to SCM within 10 days before start of the quarter	0		0	N/A	0	0	N/A
D3387	Community and Protection Services - Recreation, Sport Grounds and Halls	Attendance of Quarterly Occupation Health and Safety (OHS) meetings	Number of quarterly OHS meetings attended by the manager or secondee	0		0	N/A	0	0	N/A
D3388	Community and Protection Services - Recreation, Sport Grounds and Halls	Submission of a list of SOPs to be developed or reviewed to the Senior Manager: Community Services	Number lists of SOPs to be developed or review submitted to the Senior Manager: Community Services by 31 July	0		0	N/A	0	0	N/A
D3389	Community and Protection Services - Recreation, Sport Grounds and Halls	Develop or Review Standard Operating Procedures (SOPs) within the Section: Recreation, Sport Grounds and Halls	Percentage of SOPs Developed or Reviewed of which must 50% must be completed by December and 100% by 30 June	0%		0%	N/A	0%	0%	N/A
D3390	Community and Protection Services - Recreation, Sport Grounds and Halls	Facilitation of Sport meetings	Number of monthly Sport meetings facilitated	2		2	G	2	2	G
D3496	Community and Protection Services - Recreation, Sport Grounds and Halls	Facilitation of the Annual Mayoral Youth Cup	Number of Annul Mayoral Youth Cups facilitated by 30 June	0		0	N/A	0	0	N/A
D3992	Community and Protection Services - Recreation, Sport Grounds and Halls	Submission of a Sports Asset Management Policy to the Snr Manager: Community Services	Number of Sports Asset Management Policies submitted to the Snr Manager: Community Services by 30 June	0		0	N/A	0	0	N/A
D3993	Community and Protection Services - Recreation, Sport Grounds and Halls	Submission of a draft General Sports Policy to the Snr Manager: Community Services	Number of draft General Sports Policies submitted to the Snr Manager: Community Services by 30 June	0		0	N/A	0	0	N/A
D3994	Community and Protection Services - Recreation, Sport Grounds and Halls	Submission of a Municipal Sports Policy to the Director: Community and Protection Services	Number of Municipal Sports Policies submitted to the Director: Community and Protection Services by 30 June	0		0	N/A	0	0	N/A
D3996	Community and Protection Services - Recreation, Sport Grounds and Halls	Submission of a 30-year Sports Facility Plan to the Director: Community and Protection Services	Number of 30-year Sports Facility Plans submitted to the Director: Community and Protection Services by 30 June	0		0	N/A	0	0	N/A
D4187	Community and Protection Services - Recreation, Sport Grounds and Halls	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	G	1	1	G
D4188	Community and Protection Services - Recreation, Sport Grounds and Halls	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		0	R	1	0	R

Overall Summary of Results

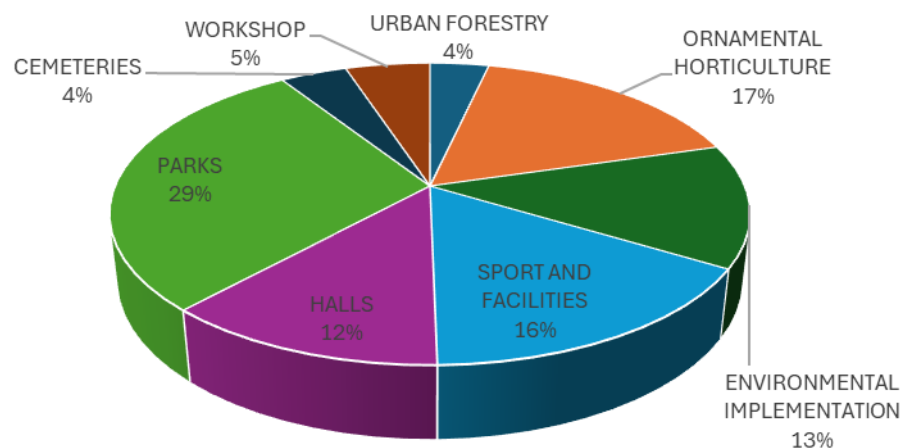
N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	12
R	KPI Not Met	0% <= Actual/Target <= 74.999%	1
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	2
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	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

Report generated on 09 May 2025 at 12:53.

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	128	137								
ORNAMENTAL HORTICULTURE	708	657	703	654								
ENVIRONMENTAL IMPLEMENTATION	456	220	452	509								
SPORT AND FACILITIES	830	744,5	938,5	621								
HALLS	181	383	470	468,5								
PARKS	1012	1225	1246	1123,5								
CEMETERIES	97,5	173,5	152,5	155,5								
WORKSHOP	147	130	63	197								
TOTAL	3613	3761	4153	3865,5								

Overtime Hours for April 2025



AGENDA**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-06-05**

7.2.3	MONTHLY REPORT: SPORT: MARCH 2025
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Collaborator No: 784962**IDP KPA Ref No:****Meeting Date:** 5 June 2025**1. SUBJECT: MONTHLY REPORT: SPORT: MARCH 2025****2. PURPOSE**

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

5. RECOMMENDATION

that the monthly reports of Sports for March 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****2025-06-05****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 March 2025.

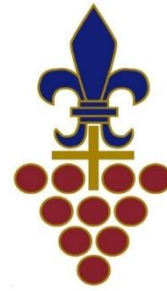
FOR FURTHER DETAILS CONTACT:

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
MARCH 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 March 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. A workshop was scheduled by the SSRA on 29 March 2025 to workshop the User Agreement with their sport councils who needed clarification on certain clauses.

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 the month of March 2025.
- 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: MARCH 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	16	0	11	0	0	3	Diski soccer
Cloetesville	22	1	4	0	0	6	Athletics
Kayamandi	10	0	0	0	0	0	
Van Der Stel	8	2	24	0	3	0	
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	Veterans Cricket Association of South Africa
Lanquedoc	0	0	0	0	0	0	
Wemmershoek	3	1	2	0	0	0	
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: MARCH 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
alls		250 000	1 991 195	-	2 241 195	1 439 608	205 128	236 161	-	441 289	1 799 906	9,15%	19,69%			
Furniture, Tools & Equipment: Halls	CRR	200 000	-	-37 022	162 978	100 000	99 940	-	-	99 940	63 038	61,32%	61,32%	20220630077194	OV000004000503	PC_0214
Upgrading of Halls	CRR	50 000	1 991 195	37 022	2 078 217	1 339 608	105 188	236 161	-	341 349	1 736 868	5,06%	16,43%	20230621063415	OV000004000503	PC_0215
Sports Grounds and Picnic Sites		6 500 000	4 383 141	-	10 883 141	8 156 391	595 903	1 381 864	6 261	1 984 029	8 899 112	5,48%	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	294 891	-	6 261	301 152	98 848	73,72%	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	-	-	-	-	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	2 873 250	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	-	-	-	-	-	-	-			20230621063403	OV000004000201	PC_0334
Specialized Vehicles: Sports	CRR	1 000 000	-	200 000	1 200 000	1 200 000	-	776 394	-	776 394	423 606	0,00%	64,70%	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
JTAL - Capital		599 345 303	-79 332 744	-	520 012 559	385 737 857	204 694 260	196 324 631	13 185 754			39,36%	0,00%			

10. DEPARTMENT COMMUNITY SERVICES: KEY PERFORMANCE INDICATORS

Ref	KPI	Unit of Measurement	Mar-25				Overall Performance for March 2025 to March 2025		
			Target	Target Description	Actual	R	Target	Actual	R
D3383	Spend the Recreation, Sport Grounds and Halls approved Capital Budget	Percentage of approved Capital Budget of the Recreation, Sport Grounds and Halls actually spent by 30 June	60%		7.32%	R	60%	7.32%	R
D3384	Capital spending committed on the financial management system	Percentage Capital Budget committed by 31 March (30% by September, 60% by December and 90% by March)	90%		18.96%	R	90%	18.96%	R
D3385	Submission of final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2025/26)	Percentage of final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2025 and 100% by 30 June 2025 for the 2025/26 financial year)	50%		50%	G	50%	50%	G
D3386	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to SCM within 10 days before start of the quarter	1		1	G	1	1	G
D3387	Attendance of Quarterly Occupation Health and Safety (OHS) meetings	Number of quarterly OHS meetings attended by the manager or secondee	1		1	G	1	1	G
D3388	Submission of a list of SOPs to be developed or reviewed to the Senior Manager: Community Services	Number lists of SOPs to be developed or review submitted to the Senior Manager: Community Services by 31 July	0		0	N/A	0	0	N/A
D3389	Develop or Review Standard Operating Procedures (SOPs) within the Section: Recreation, Sport Grounds and Halls	Percentage of SOPs Developed or Reviewed of which must 50% must be completed by December and 100% by 30 June	0%		0%	N/A	0%	0%	N/A
D3390	Facilitation of Sport meetings	Number of monthly Sport meetings facilitated	2		2	G	2	2	G
D3496	Facilitation of the Annual Mayoral Youth Cup	Number of Annul Mayoral Youth Cups facilitated by 30 June	0		0	N/A	0	0	N/A
D3992	Submission of a Sports Asset Management Policy to the Snr Manager: Community Services	Number of Sports Asset Management Policies submitted to the Snr Manager: Community Services by 30 June	0		0	N/A	0	0	N/A
D3993	Submission of a draft General Sports Policy to the Snr Manager: Community Services	Number of draft General Sports Policies submitted to the Snr Manager: Community Services by 30 June	0		0	N/A	0	0	N/A
D3994	Submission of a Municipal Sports Policy to the Director: Community and Protection Services	Number of Municipal Sports Policies submitted to the Director: Community and Protection Services by 30 June	0		0	N/A	0	0	N/A
D3996	Submission of a 30-year Sports Facility Plan to the Director: Community and Protection Services	Number of 30-year Sports Facility Plans submitted to the Director: Community and Protection Services by 30 June	0		0	N/A	0	0	N/A
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	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	G	1	1	G

Overall Summary of Results

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	7
R	KPI Not Met	0% <= Actual/Target <= 74.999%	2
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	6
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

Report generated on 09 April 2025 at 11:06.

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	5									
ORNAMENTAL HORTICULTURE	20	20	20									
ENVIRONMENTAL IMPLEMENTATION	18	18	18									
SPORT AND FACILITIES	34	34	34									
HALLS	14	14	14									
PARKS STB	34	34	34									
PARKS FHK	9	9	9									
CEMETERIES	13	13	13									
LIBRARIES	35	35	35									
WORKSHOP	2	2	2									
TOTAL	184	184	184									
FUNDED VACANCIES	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	2	2	2									
ORNAMENTAL HORTICULTURE	2	2	2									
ENVIRONMENTAL IMPLEMENTATION	2	2	2									

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

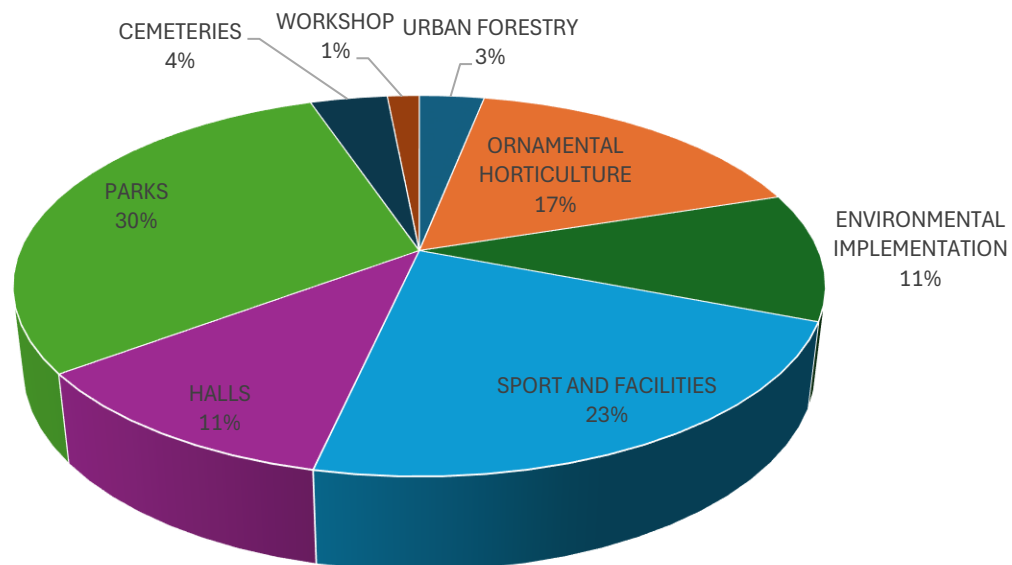
PARKS	0	0	0									
LIBRARIES	0	0	0									
WORKSHOP	0	0	0									
TOTAL	11	11	11									
RETIREMENTS / RESIGNATIONS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Retirement												
HALLS	0	0	0									
SPORT	1	0	0									
Retirement	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
PARKS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

HALLS	0	0	0									
PARKS	0	0	0									
LIBRARIES	0	0	0									
TOTAL	0	0	0									
TRAINING	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0									
ORNAMENTAL HORTICULTURE	0	0	0									
ENVIRONMENTAL IMPLEMENTATION	0	0	0									
SPORT AND FACILITIES	0	0	0								0	
PARKS STB & FHK	0	0	0									
LIBRARIES	0	0	0									
HALLS	0	0	0									
TOTAL	0	0	0									
OVERTIME PRE- APPROVALS & STANDBY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	4	4	4									
BEAUTIFICATION	18	18	18									
ENVIRONMENTAL IMPLEMENTATION	9	9	9									
SPORT AND FACILITIES	32	32	32									
HALLS	12	12	12									
PARKS	45	45	45									
CEMETERIES	13	13	13									
WORKSHOP	2	2	2									
TOTAL	135	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	128									
BEAUTIFICATION	708	657	703									
ENVIRONMENTAL IMPLEMENTATION	456	220	452									
SPORT AND FACILITIES	830	744,5	938,5									
HALLS	181	383	470									
PARKS	1012	1225	1246									
CEMETERIES	97,5	173,5	152,5									
WORKSHOP	147	130	63									
TOTAL	3613	3761	4153									

Overtime Hours for March 2025



AGENDA

SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING

2025-06-05

7.2.4	MONTHLY REPORT: SPORT: APRIL 2025
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Collaborator No: 786189

IDP KPA Ref No:

Meeting Date: 5 June 2025

1. SUBJECT: MONTHLY REPORT: SPORT: APRIL 2025**2. PURPOSE**

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

5. RECOMMENDATION

that the monthly reports of Sports for April 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****2025-06-05****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 April 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
APRIL 2025
SPORT SECTION
COMMUNITY
SERVICES

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12. Community Services Human Resources	6-09
13. Overtime Statistics for Sport & Halls Department	10

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

- Maintain Turf Cricket Pitches – 7 staff members attended the training successfully.

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. The Sport Office met with the Law Enforcement Department and the security service providers to discuss challenges. A meeting with the SSRA is scheduled for May 2025.

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. Minor amendments was made to the User Agreements with elaboration on specific items.

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

5. RECREATION FACILITIES

- Cloeteville swimming pool is officially closed and will re-open in the new season. No incidents or challenges were reported in the month of April 2025.
- Jonkershoek Picnic Site is officially closed and will re-open in the new season. 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: APRIL 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	20	4	0	0	0	3	Diski soccer
Cloetesville	22	6	0	0	0	6	
Kayamandi	16	0	0	0	0	0	
Van Der Stel	8	2	0	0	3	0	
Jamestown	12	0	0	0	0	0	
Raithby	0	3	0	0	0	0	
Kylemore	4	4	0	0	0	0	
Pniel	0	3	0	0	0	1	
Lanquedoc	0	2	0	0	0	0	
Wemmershoek	3	3	0	0	0	2	
La Motte	2	2	0	0	0	0	
Groendal	18	4	0	0	0	2	
Klapmuts	14	3	0	0	0	2.	
Jonkershoek	3	0	0	0	0	0	
Papplaas	3	0	0	0	0	0	

8. VANDALISM AND BREAK-INS AT SPORTS FACILITIES: APRIL 2025

No Vandalism and break-ins at the Sport Facilities.

9. CAPITAL PROJECT 2024/25 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
Halls		250 000	1 991 195	-	2 241 195	1 889 608	205 128	687 978	831 711	1 724 817	516 378	9,15%	76,96%			
Furniture, Tools & Equipment: Halls	CRR	200 000	-	-37 022	162 978	200 000	99 940	62 760	-	162 700	278	61,32%	99,83%	20220630077194	OV000004000503	PC_0214
Upgrading of Halls	CRR	50 000	1 991 195	37 022	2 078 217	1 689 608	105 188	625 218	831 711	1 562 117	516 100	5,06%	75,17%	20230621063415	OV000004000503	PC_0215
Sports Grounds and Picnic Sites		6 500 000	4 383 141	-133 355	10 749 786	9 073 317	595 903	1 396 744	1 615 545	3 608 193	7 141 593	5,54%	33,57%			
Fencing: Sport Grounds (WC024)	DC - Com	1 750 000	-	-	1 750 000	1 750 000	-	-	1 065 601	1 065 601	684 399	0,00%	60,89%	20230331015056	OV000004000201	PC_0221
Furniture, Tools & Equipment: Sports	CRR	400 000	-	-3 355	396 645	396 645	294 891	14 880	14 002	323 773	72 872	74,35%	81,63%	20220630077155	OV000004000201	PC_0222
Recreational Equipment Sport	CRR	200 000	79 719	-130 000	149 719	100 000	-	59 224	21 500	80 724	68 995	0,00%	53,92%	20220630077239	OV000004000201	PC_0229
Upgrade of netball courts	CRR	200 000	-	-	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	3 873 250	73 250	535 041	210 033	818 323	4 681 677	1,33%	14,88%	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	-	-	47 850	47 850	2 150	0,00%	95,70%	20220630077645	OV000004000201	PC_0218
Clubhouse Devon Valley Sport Facility	CRR	200 000	-	-200 000	-	-	-	-	-	-	-			20230621063403	OV000004000201	PC_0334
Specialized Vehicles: Sports	CRR	1 000 000	-	200 000	1 200 000	1 200 000	-	776 394	-	776 394	423 606	0,00%	64,70%	20240627025403	OV000004000201	PC_0236
Upgrading of Swimming Pool	CRR	300 000	-	-	300 000	300 000	-	-	256 559	256 559	43 441	0,00%	85,52%	20230621063418	OV000004000201	PC_0318
TOTAL - Capital		599 345 303	-74 832 744	-	524 512 559	434 598 234	245 063 981	186 135 624	19 986 204			46,72%	0,00%			

10. DEPARTMENT COMMUNITY SERVICES: KEY PERFORMANCE INDICATORS

Ref	Responsible Department	KPI	Unit of Measurement	Apr-25				Overall Performance for April 2025 to April 2025		
				Target	Target Description	Actual	R	Target	Actual	R
D3383	Community and Protection Services - Recreation, Sport Grounds and Halls	Spend the Recreation, Sport Grounds and Halls approved Capital Budget	Percentage of approved Capital Budget of the Recreation, Sport Grounds and Halls actually spent by 30 June	0%		0%	N/A	0%	0%	N/A
D3384	Community and Protection Services - Recreation, Sport Grounds and Halls	Capital spending committed on the financial management system	Percentage Capital Budget committed by 31 March (30% by September, 60% by December and 90% by March)	0%		0%	N/A	0%	0%	N/A
D3385	Community and Protection Services - Recreation, Sport Grounds and Halls	Submission of final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2025/26)	Percentage of final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2025 and 100% by 30 June 2025 for the 2025/26 financial year)	0%		0%	N/A	0%	0%	N/A
D3386	Community and Protection Services - Recreation, Sport Grounds and Halls	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to SCM within 10 days before start of the quarter	0		0	N/A	0	0	N/A
D3387	Community and Protection Services - Recreation, Sport Grounds and Halls	Attendance of Quarterly Occupation Health and Safety (OHS) meetings	Number of quarterly OHS meetings attended by the manager or seconded	0		0	N/A	0	0	N/A
D3388	Community and Protection Services - Recreation, Sport Grounds and Halls	Submission of a list of SOPs to be developed or reviewed to the Senior Manager: Community Services	Number lists of SOPs to be developed or review submitted to the Senior Manager: Community Services by 31 July	0		0	N/A	0	0	N/A
D3389	Community and Protection Services - Recreation, Sport Grounds and Halls	Develop or Review Standard Operating Procedures (SOPs) within the Section: Recreation, Sport Grounds and Halls	Percentage of SOPs Developed or Reviewed of which must 50% must be completed by December and 100% by 30 June	0%		0%	N/A	0%	0%	N/A
D3390	Community and Protection Services - Recreation, Sport Grounds and Halls	Facilitation of Sport meetings	Number of monthly Sport meetings facilitated	2		2	G	2	2	G
D3496	Community and Protection Services - Recreation, Sport Grounds and Halls	Facilitation of the Annual Mayoral Youth Cup	Number of Annual Mayoral Youth Cups facilitated by 30 June	0		0	N/A	0	0	N/A
D3992	Community and Protection Services - Recreation, Sport Grounds and Halls	Submission of a Sports Asset Management Policy to the Snr Manager: Community Services	Number of Sports Asset Management Policies submitted to the Snr Manager: Community Services by 30 June	0		0	N/A	0	0	N/A
D3993	Community and Protection Services - Recreation, Sport Grounds and Halls	Submission of a draft General Sports Policy to the Snr Manager: Community Services	Number of draft General Sports Policies submitted to the Snr Manager: Community Services by 30 June	0		0	N/A	0	0	N/A
D3994	Community and Protection Services - Recreation, Sport Grounds and Halls	Submission of a Municipal Sports Policy to the Director: Community and Protection Services	Number of Municipal Sports Policies submitted to the Director: Community and Protection Services by 30 June	0		0	N/A	0	0	N/A
D3996	Community and Protection Services - Recreation, Sport Grounds and Halls	Submission of a 30-year Sports Facility Plan to the Director: Community and Protection Services	Number of 30-year Sports Facility Plans submitted to the Director: Community and Protection Services by 30 June	0		0	N/A	0	0	N/A
D4187	Community and Protection Services - Recreation, Sport Grounds and Halls	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	G	1	1	G
D4188	Community and Protection Services - Recreation, Sport Grounds and Halls	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		0	R	1	0	R

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%	1
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	2
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

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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. DEPARTMENT 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	5	5								
ORNAMENTAL HORTICULTURE	20	20	20	20								
ENVIRONMENTAL IMPLEMENTATION	18	18	18	18								
SPORT AND FACILITIES	34	34	34	34								
HALLS	14	14	14	14								
PARKS STB	34	34	34	34								
PARKS FHK	9	9	9	9								
CEMETERIES	13	13	13	13								
LIBRARIES	35	35	35	35								
WORKSHOP	2	2	2	2								
TOTAL	184	184	184	184								
FUNDED VACANCIES	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	2	2	2	2								
ORNAMENTAL HORTICULTURE	2	2	2	2								
ENVIRONMENTAL IMPLEMENTATION	2	2	2	2								

SPORT AND FACILITIES	4	3	3	3								
HALLS	2	2	2	2								
PARKS	2	2	2	2								
LIBRARIES	7	7	7	7								
CEMETERIES	0	0	0	0								
WORKSHOP	1	1	1	1								
TOTAL	22	21	21	21								
EPWP STAFF	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
ORNAMENTAL HORTICULTURE & Free2Grow	16	16	16	20								
URBAN FORESTRY & MTP	0	0	0	0								
ENVIRONMENTAL IMPLEMENTATION	23	23	23	23								
SPORT AND FACILITIES	13	13	13	13								
HALLS	0	0	0	0								
PARKS & CEMETERIES	32	32	32	20								
WORKSHOP	0	0	0	0								
TOTAL	84	84	84	76								
TEMPORARY + RELIEVE STAFF	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0	0								
ORNAMENTAL HORTICULTURE	0	0	0									
ENVIRONMENTAL IMPLEMENTATION	0	0	0	0								
SPORT AND FACILITIES	11	11	11	11								
HALLS	0	0	0	00								

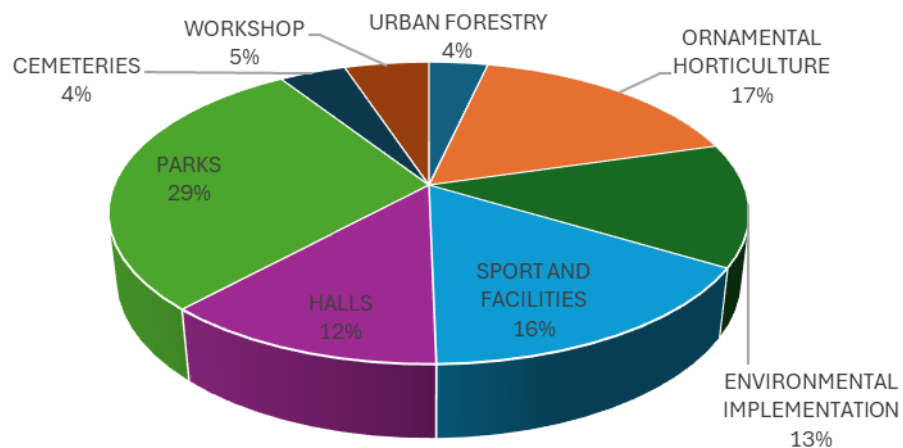
PARKS	0	0	0	0								
LIBRARIES	0	0	0	0								
WORKSHOP	0	0	0	0								
TOTAL	11	11	11	11								
RETIREMENTS / RESIGNATIONS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Retirement												
HALLS	0	0	0	0								
SPORT	1	0	0	0								
Retirement	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
PARKS	0	0	0	0								
Resignation	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
WORKSHOP	0	0	0	0								
TOTAL	0	0	0	0								
DISMISSALS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
RETRENCHMENTS	0	0	0	0								
INCAPACITIES	0	0	0	0								
DISABLED / CHRONIC ILLNESSES	0	0	0	0								
TOTAL	0	0	0	0								
INJURY ON DUTY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0									
ORNAMENTAL HORTICULTURE	0	0	0	00								
ENVIRONMENTAL IMPLEMENTATION	0	0	0	0								
SPORT AND FACILITIES	0	0	0	0								

HALLS	0	0	0	0								
PARKS	0	0	0	0								
LIBRARIES	0	0	0	0								
TOTAL	0	0	0	0								
TRAINING	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0	0								
ORNAMENTAL HORTICULTURE	0	0	0	0								
ENVIRONMENTAL IMPLEMENTATION	0	0	0	0								
SPORT AND FACILITIES	0	0	0	7							0	
PARKS STB &FHK	0	0	0	0								
LIBRARIES	0	0	0	0								
HALLS	0	0	0	0								
TOTAL	0	0	0	7								
OVERTIME PRE- APPROVALS & STANDBY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	4	4	4	4								
BEAUTIFICATION	18	18	18	18								
ENVIRONMENTAL IMPLEMENTATION	9	9	9	9								
SPORT AND FACILITIES	32	32	32	32								
HALLS	12	12	12	12								
PARKS	45	45	45	45								
CEMETERIES	13	13	13	13								
WORKSHOP	2	2	2	2								
TOTAL	135	135	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	128	137								
BEAUTIFICATION	708	657	703	654								
ENVIRONMENTAL IMPLEMENTATION	456	220	452	509								
SPORT AND FACILITIES	830	744,5	938,5	621								
HALLS	181	383	470	468,5								
PARKS	1012	1225	1246	1123,5								
CEMETERIES	97,5	173,5	152,5	155,5								
WORKSHOP	147	130	63	197								
TOTAL	3613	3761	4153	3865,5								

Overtime Hours for April 2025



AGENDA**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-06-05**

7.2.5	MONTHLY REPORT: LIBRARIES: MARCH 2025
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Collaborator No: 784964

IDP KPA Ref No:

File Plan:

Meeting Date: 3 April 2025

1. SUBJECT: MONTHLY REPORT: LIBRARIES: MARCH 2025**2. PURPOSE**

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

5. RECOMMENDATION

that the monthly reports by the Sections: Libraries for March 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****2025-06-05****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 March 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

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES**MONTHLY STATISTICAL REPORT****Month & Year: March 2025****1. COMBINED TRAINING**

Library	Name of attendee/s	Course	Designation	No. of attendee/s	Facilitator
Cloetesville	Esinako	Membership drive	Yeboneer	1	Inhouse
Stellenbosch	Sonia Paulse Bulelwa Mangele	Driver's License	Senior Library Assistant Library Assistant	2	Goodwood Traffic Department Training Centre.

Training session, conducted by the Senior Librarian, focused on empowering Yeboneer staff on knowledge and skills in one of the most important areas of library operations: membership drive. The session aimed to equip the Yeboneer staff on how to conduct effective market drive using practical tools and procedures required to introduce patrons to the benefits and opportunities of becoming a member of a library whilst using the ICT section

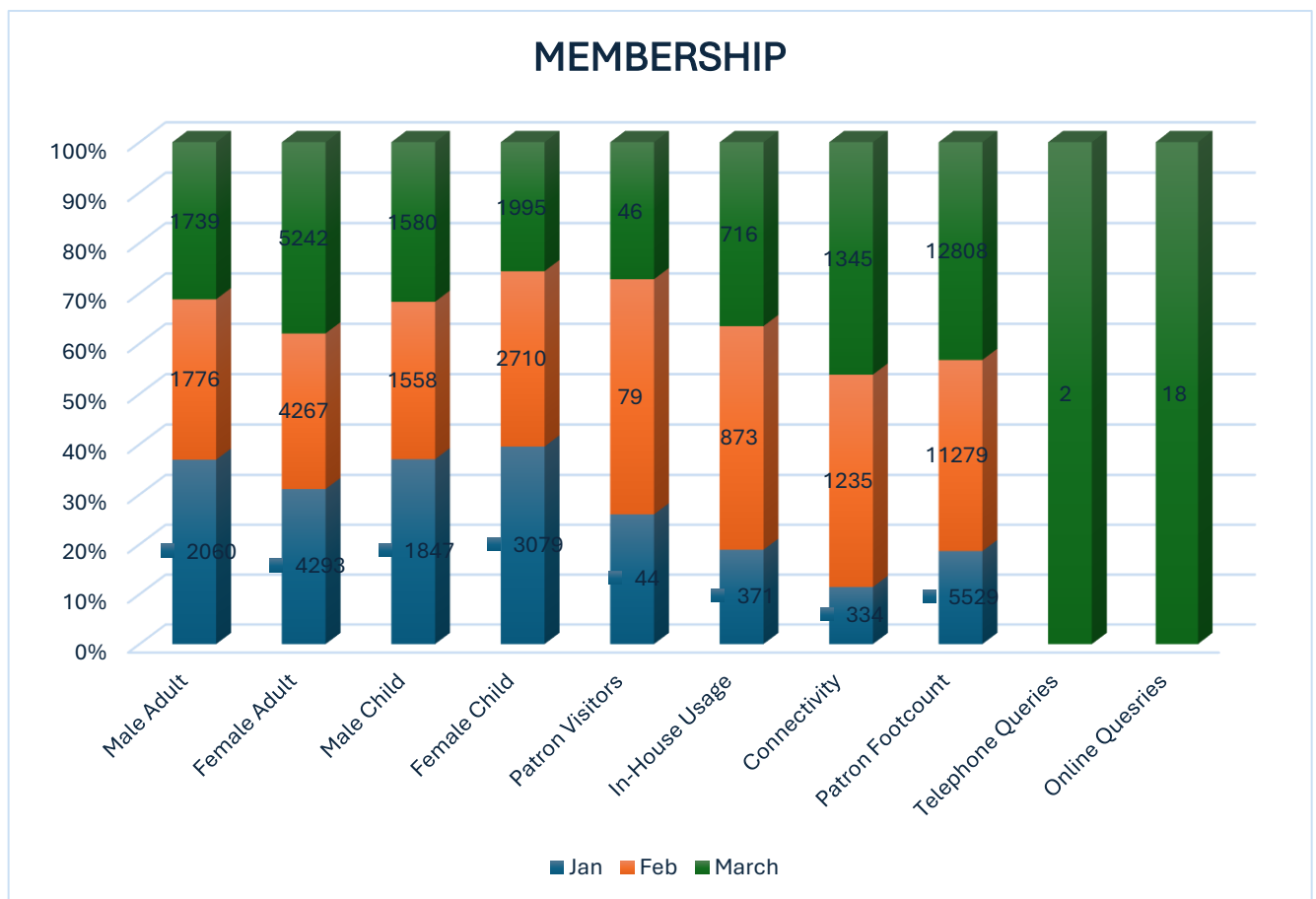
STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

2. STATISTICS

A. Membership

Membership at the Stellenbosch Libraries has had a slight drop due to membership cleanup. Whilst there has been a drop, there has been a continued use of library resources and a steady circulation of books, with many patrons continuing to borrow book and make use of the ICT resources. Staff also encouraged regular patrons to become library members to access the full benefits of the library.



STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES**MONTHLY STATISTICAL REPORT****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

There has been a slight decrease in in-house usage. Even though there has been a decrease, the library's facilities and resources have still 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.

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

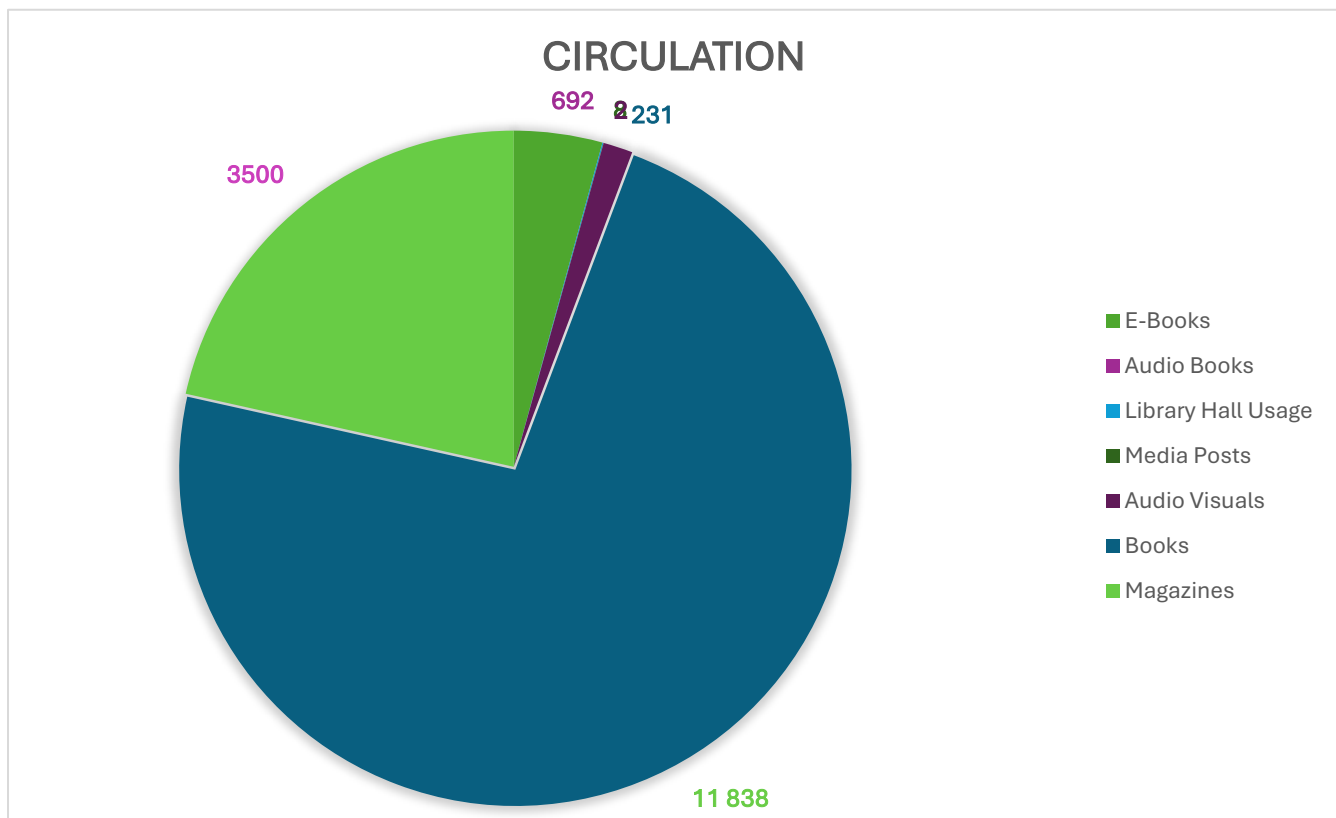
MONTHLY STATISTICAL REPORT

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.



E-Books	692
Audio Books	
Library Hall Usage	8
Media Posts	2
Audio Visuals	231
Books	11 838
Magazines	3500

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES**MONTHLY STATISTICAL REPORT****E-Book**

There has been an increase e-book circulation, 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.

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.

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.

Media Posts

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

Audio-visuals

There has been an increase in the circulation of audio-visual materials, which 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.

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

3. LIBRARY OUTREACH AND EVENTS

Activity	Total	Target group	Description
Library week	8	All ages	Libraries across Stellenbosch celebrated Library week, which highlighted the crucial role libraries play in a democratic society, promoting access to information, fostering literacy, and supporting community development by providing inclusive spaces for learning and social interaction
Adopt a School (creche or pre-school)	2	Grade R- Grade 2 & Pre-teen	Our weekly story hours with our creches with Little Builders and the little ones from Nora tyres.
Literacy Classes	8	All ages	Literacy lessons are offered to primary school children twice per week after school to assist with reading and comprehension
Skin cancer Awareness	32	Grade R	Idas Valley teamed up with Toktokkie – Cansa to educate Grade R learners from St. Idas primary about skin cancer

Library Week



STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

Story Telling



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 Samki Educare and Mtombo Creche. These sessions covered various themes: reaching a total of 72 children.

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.



STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

Literacy Classes

Literacy classes are offered twice per week to school children and adults at Klappmuts. These sessions are designed to assist those attending in developing their reading and comprehension skills. The program is focused on helping students improve their ability to understand written texts, enrich their vocabulary, and enhance their reading fluency. By providing these lessons consistently, the library ensures that patrons receive extra support outside of school hours, promoting academic success and boosting confidence in literacy.



Skin Cancer Awareness

The main objective of the session was to educate St Idas Valley Primary School Grade R learners about skin cancer and how to take care of your skin.



STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

4. PROGRAMS / MARKETING EVENTS

Event	Total	Target Audience	Description
Library Week	59	All Ages	<p>We hosted 290 kids over a 3-day period in celebration of Library week.</p> <p>Together with the Western Cape e-centre at Pniel, the library visited Pniel primary Grade 7's to create awareness on Library. week as well as</p>
Human Rights Day	40	Grade 7s	<p>The Grade 7s were educated about the importance of the day at Klapmuts.</p> <p>Pniel hosted a program on Human Rights, the children were entertained by two individuals on what Human Rights are and the dangers that children should always be aware of.</p>
Book reading with Dr Eleanor Damon	1	6 – 12-year-olds	Dr Eleanor Damon recently published a children's story activity book called "The Mouse king". The book was launched at Pniel primary to the Grade 2's a total of 78 attended and was entertained by Dr Damon and KC radio station was in attendance as well to cover the event.
Library Orientation	67	Grade 2 - 7	Orientation of Lyndoch Community School to Ida's Valley Library
Old age home visit	25	Seniors	Old age home visit at Huis Ebenhaesar
Wildlife Day	25	Grade 7	Grade 7a did a Wildlife portrait activity whereby they created a wildlife scene, Celebrating wildlife day 3 March 2025
Face Painting	10	Grade 2	Face painting with the Grade 2 class showing them that art can be fun at the library

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

Human Rights Day

A presentation on Khoi San to the Grade 7c class emphasising the way how Khoisan celebrate human rights day



Reading with Dr Eleanor Damon



Wildlife Day



STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

Face Painting



STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

5. PARTNERSHIPS

Partner	Details
Traffic Department	Road safety Awareness
Wordworks	Promote the culture of literacy
The 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
Dr Eleanor Damon	Book reading at Pniel primary
Western Cape E-centre Pniel	Human Rights Day and Library week outreach
Various Banks	Assisting the community with Sassa and other bank related matters
Sars	Assisting community members with tax related matters

The main purpose of building partnership is to maintain a sustainable library services and to reach out to the community at large.

Dr. Eleanor Damon: The library worked with Dr. Damon to promote reading through an interactive book reading, introducing young children to her book and supporting literacy initiatives.

Western Cape E-Centre Pniel: In this partnership, the library and e-Centre focused on educating children about Human Rights and celebrating Library Week, providing both an educational experience and community engagement.

Both partnerships highlight the library's role in fostering literacy, community involvement, and social awareness among young learners.

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

6. COLLECTION DEVELOPMENT

A. Book Reviews

Adult Books				
Title	Summary	Genre	Target audience	Recommendation
Scandal wears satin by Loretta Chase	The second instalment in The Dressmakers Series, Scandal Wears Satin follows the clever and resourceful Sophy Noirot as she fights to restore her family's dressmaking business after her sister's scandalous marriage. Determined to use fashion and matchmaking to reclaim their reputation, Sophy pins her hopes on transforming the season's most celebrated debutante, Emily. However, Emily is caught in a compromising situation and forced onto marriage. Sophy's plans unravel. To set things right, she joins forces with Emily's older brother, the roguish Earl of Longmore. Their reluctant partnership soon ignites an irresistible attraction, leading to witty banter and sizzling chemistry.	Fiction	Adult	Scandal wears satin is a perfect pick for readers who enjoy a blend of historical romance, witty banter, and strong, independent characters. It offers a satisfying mix of romance, humour, and intrigue, making it a must-read for fans of the genre.
The weird sisters by Eleanor Brown	The Andreas family is one of readers. Their father, a renowned Shakespeare professor who speaks almost entirely in verse, has named his three daughters after famous Shakespearean women	Fiction	Adults	

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

Home by Harlan Coben	The plot that twists and turns so dramatically that you are on the edge of your seat and cannot wait to find out – was Fat Ghandi the man behind all that happened ten years ago? Is this rescued Person actually Patrick? Will he have the answers to Brooke's questions as to what happened to Rhys? Another good offering by Harlan Coben – although to be honest Win seems to have chilled a bit compared to previous exploits – perhaps due to the family connection. 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	Adults	
Junior Books				
Title	Summary	Genre	Target audience	Recommendation
The Colour of Home	Moving Story is that young readers can relate to easily understanding our cultural differences and how kids sometimes have difficulty fitting in, whether it be in our schools or community. It speaks to having respect and patience with someone that is deemed "different" from you	Fiction	Grade 1-5	This book is also created to engender empathy and provide emotional context to real issues within our multi-cultural community.
Family differences	This book forms part of a series, my life, your	Non-Fiction	Junior	Strongly recommended for children 10 years and up. It gives

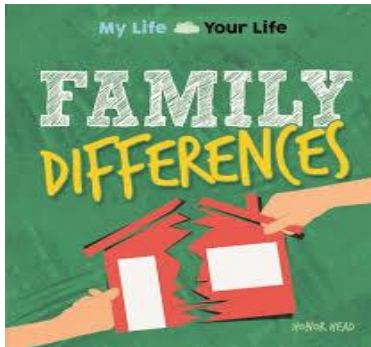
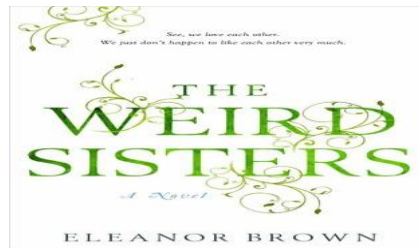
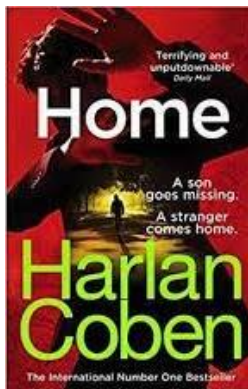
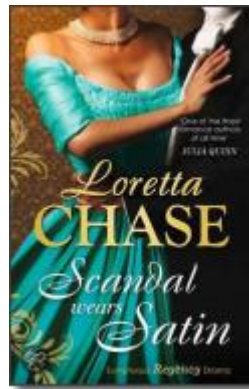
STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

by Head, Honor	life, which takes a sensitive and positive look at some of the issues that concern children growing up. This series focus on issues like: Overcoming fear or failure, understanding sexuality, cultural issues, understanding transgender, self-esteem and confidence and family differences			a sensitive and positive look at big issues concerns children as they grow up .
The Wild Robot	Peter Brown's <i>The Wild Robot</i> is a beautifully written and illustrated novel that tells the story of Roz, a robot who washes ashore on a remote island after a shipwreck. With no memory of her purpose, Roz must learn to survive in the wild, where she is initially seen as an outsider by the island's animal inhabitants.	Fiction	Junior	<i>The Wild Robot</i> is a touching, thought-provoking adventure that's perfect for young readers and adults alike.
The Last Bear	Hannah Gold's <i>The Last Bear</i> is a heartfelt and beautifully written middle-grade novel that explores themes of climate change, friendship, and resilience. Set in the Arctic, this book follows April Wood, an 11-year-old girl who accompanies her scientist father to Bear Island, a remote and icy landscape with no human inhabitants—except for one: a lonely, starving polar bear.	Fiction	Junior	<i>The Last Bear</i> is a stunning, emotional, and important novel that encourages young readers to care about the planet and its wildlife

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT



B. Procurement

Adult	
Genre	Total
Fiction	R34 517,61
Non-Fiction	R12 743,89
Junior	
Genre	Total
Junior	R28 388,30
TOTAL	R79 649,80

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES**MONTHLY STATISTICAL REPORT****C. Project Files and Pamphlets**

Name	Total	Subject	Description
Human Rights	1	History	Students wanted to know the about the history of Stellenbosch
Vietnam War	1	History	Students wanted to know types of music instruments
History of Franschoek	1	History	Teaching learners about the history of Franschoek
Gedigte	2	Literature	Students wanted to know about different kinds of poems
Short Stories	1	English	Grade 7s needed short stories for inspiration to create their own
Amabali amafutshane	2	IsiXhosa	Grades 6 & 8 were doing research for projects
Old Pictures of Kayamandi	1	Social Science	Grade 4 project research
Drugs/Dwelms	1	Life Orientation	Awareness about drugs
Khoi-Khoi		History	Origins of the Khoi

We provide pamphlets to support students from primary to high school, helping our communities through the library as a hub of knowledge. These pamphlets contain a variety of information sourced from newspapers.

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

7. DISPLAYS

Theme	Subject	Total	Description	Picture
Battle of the books	Literacy	1	Colourful display for the battle of the books. New books are displayed in colourful pictures on the poster and on the display. Children were reading the books displayed and the most read book will be the overall winner. This is to encourage the young readers to read	
Human rights day	Natural Science	1	Beautiful handmade butterflies, watering can, flowers, rain drops and bees display was a good attraction for the little ones. They touched and played with the butterflies and bees which forms part of learning about insects and nature. Colours also were a focus for this display	
Human rights day	History	1	Human rights day are celebrated each year on the 21 March. It is commemorate to honour those who fought for our liberation and the rights we enjoy today. Patrons was really interested and the display was well used	
Energy awareness	Social Science	1	Our social display was about energy awareness. The display also highlighted the importance of saving electricity. Safety tips for loadshedding were also set out for patrons to read.	

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES

MONTHLY STATISTICAL REPORT

Welcome Autumn/ Herfs/ Ukwindla	Social Science	1	Junior -Expressing a positive greeting for the arrival of the Autumn Season. We did this greeting in English, Afrikaans and Xhosa. The season is characterized by cooler temperatures. What happens during Autumn with color, clothing, photosynthesis and harvesting.	
Water Week	Life Orientation	1	Libraries serve as educational hubs, and Water Week aligns with our mission to inform the public about important environmental topics, including climate change and sustainability.	
Ramadan	Life Orientation	1	This display for Ramadan aims to be both informative and celebratory, showcasing the cultural, spiritual, and community aspects of this important month to the Muslim community	
World wildlife Day	Natural Science	1		

STELLENBOSCH MUNICIPALITY: LIBRARY SERVICES**MONTHLY STATISTICAL REPORT**

The library displays showcase a variety of themes and purposes, targeted at different audiences with varying durations. For example, the "Human Rights Day" display, focused on promoting cultural history and the different rights that society has. Similarly, the "Wildlife and Water week" display, which sought to raise awareness and promote safeguarding the animals in the wild end ensuring that patrons and children are aware of the need to save water and how to use it.

8. Risk Management

- A. Alarms
- B. Gate

9. Human Resources

- A. Permanent
- B. Contract

10. Retirements

- A. Resignations

11. OHS

- A. Repairs
- B. Maintenance

AGENDA**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-06-05**

7.2.6	MONTHLY REPORT: LIBRARIES: APRIL 2025
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Collaborator No: 784964**IDP KPA Ref No:****File Plan:****Meeting Date:** 5 June 2025

-
- 1. SUBJECT: MONTHLY REPORT: LIBRARIES: APRIL 2025**
 - 2. PURPOSE**
To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Libraries for April 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 April 2025 to the Committee for notification.
 - 5. RECOMMENDATION**
that the monthly reports by the Sections: Libraries for April 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****2025-06-05****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 April 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



STELLENBOSCH LIBRARIES APRIL REPORT

LIBRARY SERVICES

Contents

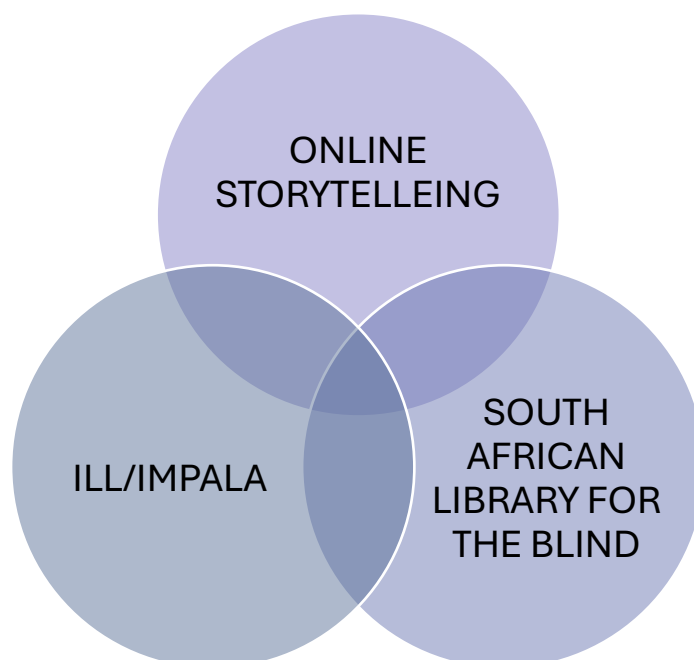
1	INTRODUCTION.....	2
2	MANAGER'S REPORT	2
3	TRAINING	2
4	STATISTICS.....	3
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11	LEAVE	22
12	CLOSING REMARKS.....	Error! Bookmark not defined.

LIBRARY SERVICES

1 INTRODUCTION

2 MANAGER'S REPORT

3 TRAINING



LIBRARY SERVICES

This report summarizes recent training initiatives undertaken by the Stellenbosch Public Libraries Section. The aim of the training is to enhance staff skills and improve community services.

1. Yeboneer Online Storytelling Training

Location: Cloetesville Library

Conducted by: Senior Librarian, Unathi Mapongwana

Participants: Yeboneers

Objective: To equip Yeboneers with storytelling skills to engage children in storytelling sessions, both within library settings and remotely.

Outcome: The training aimed to empower Yeboneers to foster a love of reading and provide enriching experiences for children.

2. Introduction to the Library of the Blind and the services they offer to the public

Location: Kayamandi Library

Conducted by: Mr. T. Dzedze, South African Library for the Blind

Participants: Librarians

Objective: To introduce the library of the blind system to librarians.

Outcome: The training was designed to enable librarians to better assist blind patrons in accessing and utilizing library services, promoting inclusivity and accessibility.

3. ILL/IMPALA (Inter-Library Loan Service) Refresher Course

Location: Klapmuts Library

Participants: Library assistants

Objective: To provide a refresher course on the Interlibrary Loan (ILL) and IMPALA systems.

LIBRARY SERVICES

Outcome: The training aimed at enhancing the proficiency of library assistants in managing interlibrary loan processes and utilizing the IMPALA system, thereby improving service delivery and resource sharing.

4 STATISTICS

4.1 Membership

A minor decrease in overall library membership has been observed, primarily attributed to a recent database cleanup initiative. Despite the slight membership decline, in-house library resources continue to experience consistent usage. Book circulation remains steady, indicating ongoing borrowing activity among patrons. Utilization of ICT resources and the e-book service remains consistent. Library staff have actively encouraged regular patrons to formalize their membership to access the full range of library benefits. There has been an increase in membership due to improved marketing of our programs on social media, partnerships with community stakeholders, active outreach initiatives, and efforts to encourage patrons to join the library.

4.2 In-house Usage

In-house usage has increased, largely due to regular school visits.

We are now seeing a higher number of learners visiting the library in the afternoons. Both male and female user numbers have increased, indicating a steady growth in overall library engagement.

4.3 Connectivity:

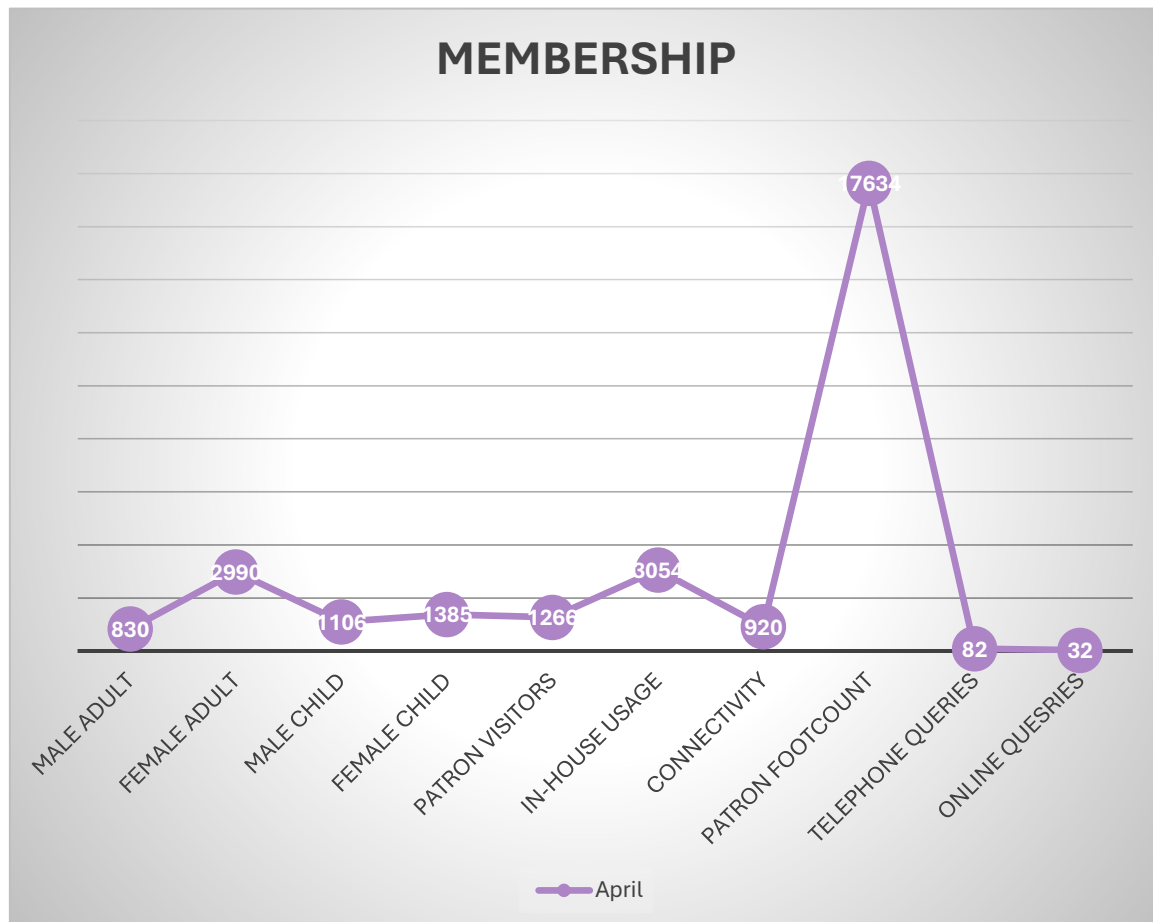
There has been a steady increase in connectivity within the libraries, as patrons are becoming more familiar with internet

4.4 Patron foot count

Some libraries have reported a slight decline in patron foot traffic due to community members accessing the library's free Wi-Fi from outside the building, without entering the library.

Other libraries have recorded an increase in patron foot count which indicates a strong increased in public interest and successful outreach/events.

LIBRARY SERVICES



LIBRARY SERVICES

4.1 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.

LIBRARY SERVICES

5 OUTREACH ACTIVITIES

WORLD BOOK DAY

Cloetesville library was delighted to welcome the children and staff from Nora Tyres Crèche on World Book Day. During their visit, Cloetesville staff introduced the Yeboneers team and began by explaining the significance of World Book Day—why it's celebrated and the importance of stories in children's development.



To celebrate World Book Day, Pniel Library welcomed Dr. Eleanor Damon for a special storytelling afternoon. Dr. Damon captivated a group of eight young readers with an interactive reading of her book *The Mouse King*. The session encouraged creativity, imagination, and a shared love of literature, reinforcing the library's role as a hub for community and early literacy engagement.



LIBRARY SERVICES

Franschhoek High came to the library for World Book Day. They brought each day a different grade.



Groendal Library visited Sparkles and Kabouterland to celebrate World Book Day by reading two storybooks with the children. The storytelling was engaging as the children actively participated and interacted as we read the stories.



The yeboneers at Klapmuts Library did an activity with the Grade 3 learners from Klapmuts Primary School and read a story titled: Lizo's Song



EASTER CELEBRATIONS

LIBRARY SERVICES

As part of our Easter celebration, The Stellenbosch library handed out Easter eggs to the children, the activities included creating their own Easter Bunnies and decorating Easter eggs, allowing each child to express their creativity.



HOLIDAY PROGRAMS

With the use of storytelling, children could relate to characters overcoming fears, which helps them navigate their own emotions and challenges in a safe and supportive environment. These sessions not only promote literacy but also provide essential life lessons, contributing to the overall development of the children.

The libraries hosted a game session for young adults and children where they enjoyed playing chess and tic tac toe games.



LIBRARY SERVICES

The Mouse King storytelling by Eleanor Denise Damon for Grade 2

The author Eleanor Denise Damon did an activity with the Grade 2 learners from Klapmuts Primary School on the 25th of April 2025 and did a play with them.



In partnership with the Community Development Department, Pniel library hosted a vibrant two-day school holiday program that drew 141 children. Activities were themed around “My Body” and “Be Kind,” combining fun with educational goals. Through games and group interactions, children learned about physical well-being, kindness, and positive social behaviour in a supportive and engaging environment.



LIBRARY SERVICES

MEN'S MENTAL HEALTH PROGRAM

Cloetesville library hosted a Men's mental health program, which focused on raising awareness about men's health, mental well-being, nutrition, and the importance of regular health checkups.



IEC – ELECTORAL COMMISSION OF SOUTH AFRICA

IEC had a talk with the Grade 12s at Franschoek Library



LIBRARY SERVICES

SEA RESCUE AND WATER SAFETY

We were visited by the Sea Rescue and Water Safety department who shared important information on water safety practices. They shared important tips tailored for both children and adults highlighting the basics of water safety for children. They also conducted a CPR training session specially focused on teaching the elderly on how to perform CPR in case of emergencies.



SOUTH AFRICAN LIBRARY FOR THE BLIND



LIBRARY SERVICES

LIBRARY ORIENTATION

Kayamandi library was visited the Grade R's, 1's and 3's from Vision Africa



LIBRARY SERVICES

6 PROGRAMS / MARKETING EVENTS

Event	Total	Target Audience	Description
World Book Day	4	Grades 3-12	<p>During World Book Day, Cloetesville Library read stories to 20 children, creating a lively and interactive experience. The kids were eager to join in as classic tales like <i>The Three Little Bears</i> and <i>The Three Little Pigs</i> were brought to life, with their enthusiastic participation helping to tell the stories.</p> <p>Franschoek Library invited Grades 8 to 12 for World Book Day, where the library staff explained to them how to become members of the library and how to search for books.</p> <p>Klapmuts Library also enjoyed the day with Grade 3 by participating in dancing and singing activities and story telling</p> <p>Pniel Library celebrated World Book Day by inviting local author to host a storytelling afternoon, Dr Eleanor Damon with her newly published story book "The mouse king".</p>
Freedom Day	1	Grade 7 Grade 12	<p>A discussion on the importance of Freedom Day was held with the Grade 7 class</p> <p>Franschoek library hosted the IEC who had a talk with the Grade 12 about the importance of voting</p>
Men's Mental Health Awareness Program	1	Adults	<p>The focus on the day was to educate men about their health, living a healthy lifestyle, nutrition and general health checkups</p>

LIBRARY SERVICES

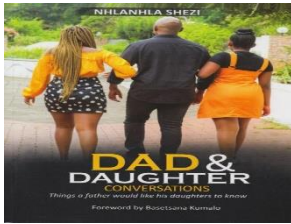
7 PARTNERSHIPS

Partner	Details
Right to Care	Men's Health Program
Khula	Men's Health Program
Electoral Commission of South Africa	Information session by the IEC
Sea Rescue and Water Safety Department	To promote water safety through training and educational initiatives.
South African Revenue Services (SARS)	Assisting with tax related matters
Dr Eleanor Damon	Book reading at Klapmuts Library
Khoi-Khoi (Jeffery)	Storytelling at Klapmuts Library
Community Development Department	Holiday program
Various Banks	Assisting the community with Sassa and other bank related matters
Sars	Assisting community members with tax related matters

LIBRARY SERVICES

8 COLLECTION DEVELOPMENT

8.1 Book Reviews

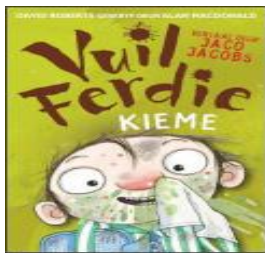


Title: Dad & Daughter

Author: Nhlanhla Shezi

Target group: Adult

Genre: Fiction

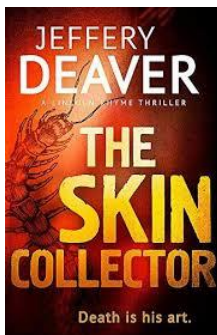


Title: Vuil Ferdie

Author: Jaco Jacobs

Target group: Junior

Genre: Fiction

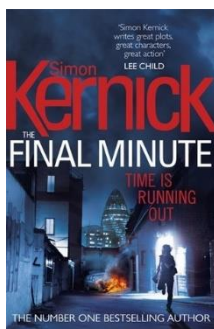


Title: The Skin Doctor

Author: Jeffery Deaver

Target group: Adult

Genre: Fiction



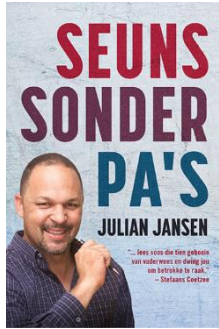
Title: Final Minute

Author: Simon Kernick

Target group: Adult

Genre: Fiction

LIBRARY SERVICES



Title: Seuns Sonder Pa's

Author: Julian Jansen

Target group: Adult

Genre: Non-Fiction



Title: The Boy Who Hated Toothbrushes

Author: Emily Gravett

Target group: Junior

Genre: Fiction

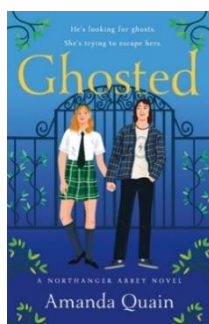


Title: Die Bybel vir Kleingoed

Author: Leena Lane

Target group: Junior

Genre: Fiction



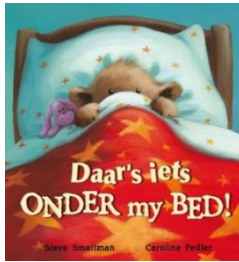
Title: Ghosted

Author: Amanda Quain

Target group: Adult

Genre: Fiction

LIBRARY SERVICES



Title: Daar's iets Onder My Bed

Author: Steve Smallman

Target group: Junior

Genre: Fiction

8.2 Project Files and Pamphlets

Name	Total	Subject	Description
Human Rights	6	History	Students wanted to know the about the history of Stellenbosch
Freedom Day	5	History	Students wanted to know the about the history of Freedom Day
Climate Change	1	Geography	Students needed information for a school project
Amabali Amafutshane	10	IsiXhosa	Students needed information for a school project
Steve Bika	1	History	Students needed information for a school project

LIBRARY SERVICES

9 DISPLAYS

Theme	Subject	Total	Description	Picture
Freedom Day	History	1	Celebrating Freedom Day	
World book day	English	1	Celebrating world book day	
Easter	Life Orientation	8	Easter Bunny display	
World Austim day	Life Skills	1	Austim awareness	

LIBRARY SERVICES

World Art Day	Creative Arts	1	Each year, on 15 April, World Art Day celebrations help reinforce the links between artistic creations and society, encourage greater awareness of the diversity of artistic expressions and highlight the contribution of artists to sustainable development.	
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The library displays cover various socio-economic themes targeted at different audiences

10 OUTREACH AND EVENTS HIGHLIGHTS OF THE MONTH

The April events reflected the libraries commitment to offering dynamic, educational, and inclusive experiences for children. By blending storytelling, creativity, and character-building activities, the library continues to foster a love of learning and community connection.

Through the various activities that the libraries host, the aim is always to ensure inclusivity, education and building of the self esteem of the children and patrons who partake in these activities. The libraries would not be able to provide the kind of service it does, without the participation of the community at large.

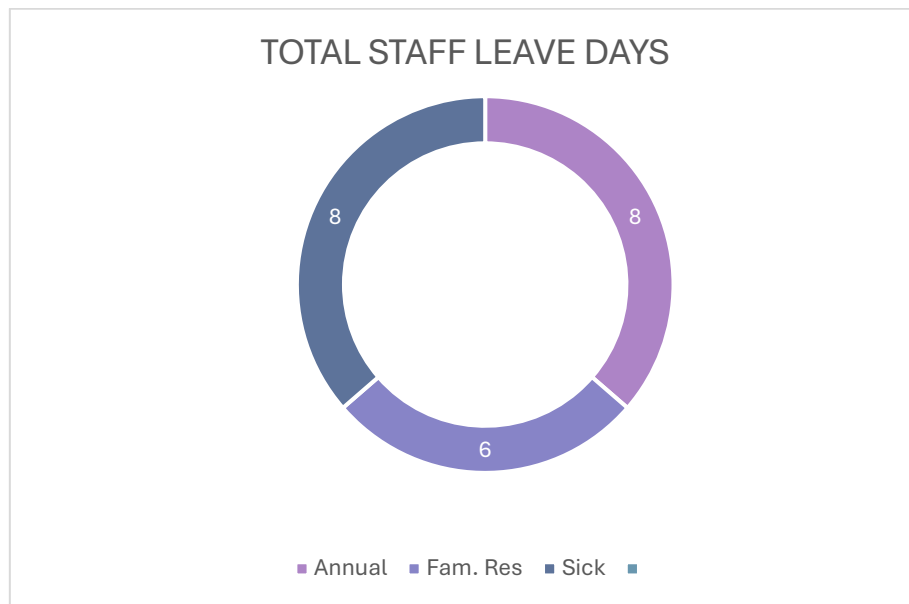
LIBRARY SERVICES



LIBRARY SERVICES

11. HUMAN RESOURCES

11.1 Leave



11.2 Resignations

None

11.3 Appointments

1 x Senior Librarian

Nelisiwe Ngidi: Kayamandi Library

12. CURRENT LIBRARY PROJECTS

12.1 Jamestown Library

The estimated date of completion is 15 June 2025.

70 % of the project has reached completion. Property Development Department is managing the project as it also involves the upgrade of the Ward offices as well.

12.2 Plein Street Library

The BAC approved the project, and the construction company is expected to be appointed by 15 May 2025

12.3 Ida's Valley Library

Rustenburg Farms is sponsoring the Ida's Valley Sensory Garden. Parks and Libraries have partnered to assist with the development of the garden. We are currently in talks with Rustenburg Farms regarding the proposed layout of the sensory Garden.

AGENDA**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-06-05**

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