



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

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

2025-10-02

**NOTICE OF A
SPORT, YOUTH AND CULTURE
COMMITTEE MEETING
THURSDAY: 2025-10-02 AT 10:00**

TO Cllr Olayi [Chairperson]

COUNCILLORS J Andrews
RB Hendrikse
NE Mcombring
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 on **THURSDAY, 2025-10-02 at 10:00** via **MS TEAMS** to consider the attached Agenda.

CLLR N OLAYI
CHAIRPERSON

A G E N D A
SPORT, YOUTH AND CULTURE
COMMITTEE MEETING
2025-10-02
TABLE OF CONTENTS

Page 2

ITEM	SUBJECT	PAGE
1.	OPENING AND WELCOME	
2.	COMMUNICATION BY THE CHAIRPERSON	
3.	DISCLOSURE OF INTERESTS	
4.	APPLICATION FOR LEAVE OF ABSENCE	
5.	REPORT/S BY THE DIRECTOR: COMMUNITY AND PROTECTION SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MEETINGS	
	NONE	
6.	CONFIRMATION OF MINUTES	
6.1	THE MINUTES OF THE SPORT, YOUTH AND CULTURE MEETING: 2025-06-05 REFERS (APPENDIX 1) FOR CONFIRMATION	2
7.	REPORTS FROM YOUTH, SPORT AND CULTURE	
7.1	NON-DELEGATED MATTERS	
	NONE	
7.2	DELEGATED MATTERS	
7.2.1	MONTHLY REPORT: HALLS: MAY 2025 (APPENDIX 1)	16
7.2.2	MONTHLY REPORT: HALLS: JUNE 2025 (APPENDIX 1)	32
7.2.3	MONTHLY REPORT: SPORT: MAY 2025 (APPENDIX 1)	48
7.2.4	MONTHLY REPORT: SPORT: JUNE 2025 (APPENDIX 1)	63
7.2.5	QUARTERLY REPORT: RECREATION, SPORT & HALLS SECTION (JULY 2025 - SEPTEMBER 2025)	79
7.2.6	MONTHLY REPORT: LIBRARIES: MAY 2025 (APPENDIX 1)	95
7.2.7	MONTHLY REPORT: LIBRARIES: JUNE 2025 (APPENDIX 1)	122
7.2.8	QUARTERLY REPORT: LIBRARIES SECTION (JULY 2025 - SEPTEMBER 2025)	149
8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER	
	NONE	
9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER	
	NONE	
10.	CONSIDERATION OF URGENT MATTERS	
11.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	NONE	

AGENDA**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-10-02**

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: 2025-06-05	(3/4/3/5/2/4)

The minutes of the Youth, Sport and Culture Committee meeting held on 2025-06-05 is attached as **APPENDIX 1**.

APPENDIX 1



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

2025-06-05

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MINUTES

SPORTS, YOUTH AND CULTURE COMMITTEE MEETING

2025-06-05 AT 10:00

MINUTES
SPORT, YOUTH AND CULTURE
COMMITTEE MEETING
2025-06-05
TABLE OF CONTENTS

Page 6

ITEM	SUBJECT	PAGE
1.	OPENING AND WELCOME	
2.	COMMUNICATION BY THE CHAIRPERSON	
3.	DISCLOSURE OF INTERESTS	
4.	APPLICATION FOR LEAVE OF ABSENCE	
5.	REPORT/S BY THE DIRECTOR: COMMUNITY AND PROTECTION SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MEETINGS	
	NONE	
6.	CONFIRMATION OF MINUTES	
6.1	THE MINUTES OF THE SPORT, YOUTH AND CULTURE MEETING: 2025-04-02 REFERS FOR CONFIRMATION	2
7.	REPORTS FROM YOUTH, SPORT AND CULTURE	
7.1	NON-DELEGATED MATTERS	
	NONE	
7.2	DELEGATED MATTERS	
7.2.1	MONTHLY REPORT: HALLS: MARCH 2025	3
7.2.2	MONTHLY REPORT: HALLS: APRIL 2025	4
7.2.3	MONTHLY REPORT: SPORT: MARCH 2025	5
7.2.4	MONTHLY REPORT: SPORT: APRIL 2025	6
7.2.5	MONTHLY REPORT: LIBRARIES: MARCH 2025	7
7.2.6	MONTHLY REPORT: LIBRARIES: APRIL 2025	8
8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER	
	NONE	
9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER	
	NONE	
10.	CONSIDERATION OF URGENT MATTERS	
	NONE	
11.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	NONE	

MINUTES

SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING

2025-06-05

PRESENT Cllr TO Kumm [Chairperson]

COUNCILLORS Cllr J Andrews (from 10:10)
Cllr N Mcombring
Cllr R van Rooyen

ALSO PRESENT Cllr J Williams

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

1.	OPENING AND WELCOME
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The Chairperson, Cllr TO Kumm welcomed all present at the meeting which was held via MS Teams.

2

MINUTES

SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING

2025-06-05

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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SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2025-06-05: ITEM 4

- 4.1 The following applications for leave of absence were approved in terms of the Rules of Order By-law of Council:-

None

- 4.2 ABSENT:

Cllr G Petersen - 5 June 2025

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

6.	CONFIRMATION OF THE MINUTES	(3/4/3/5/2/4)
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6.1	CONFIRMATION OF THE MINUTES: SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2025-04-02	(3/4/3/5/2/4)
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The minutes of the Youth, Sport and Culture Committee meeting held on 2025-04-02 **were confirmed as correct without any changes.**

3

MINUTES

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.

SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2025-06-05: ITEM 7.2.1

NOTED

the monthly reports of Halls 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	

4

MINUTES

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.

SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2025-06-05: ITEM 7.2.2

NOTED

the monthly reports of Halls 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.vandermmerwe@stellenbosch.gov.za
REPORT DATE	

5

MINUTES

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.

SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2025-06-05: ITEM 7.2.3**NOTED**

the monthly reports of Sports 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	<u>albert.vandermerwe@ Stellenbosch.gov.za</u>
REPORT DATE	

6

MINUTES

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.

SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2025-06-05: ITEM 7.2.4**NOTED**

the monthly reports of Sports 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	<u>albert.vandermerwe@ Stellenbosch.gov.za</u>
REPORT DATE	

7

MINUTES

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.

SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2025-06-05: ITEM 7.2.5

NOTED

the monthly reports by the Sections: Libraries 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	

8

MINUTES

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.

SPORT, YOUTH AND CULTURE COMMITTEE MEETING: 2025-06-05: ITEM 7.2.6

NOTED

the monthly reports by the Sections: Libraries 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	

9

MINUTES

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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NONE

11.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE

The meeting adjourned at 10:20.

CHAIRPERSON:

DATE:

Confirmed on **with/without amendments**

AGENDA**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-10-02**

7.	YOUTH, SPORT AND CULTURE: [PC: CLLR N OLAYI
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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: MAY 2025
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Collaborator No:

IDP KPA Ref No:

Meeting Date: 2 October 2025

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

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

5. RECOMMENDATION

that the monthly reports of Halls for May 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 responsible for hiring out the halls, one Foreperson and 14 General Workers. The main function of the staff is to maintain the halls, as well as to ensure that the halls are ready to be rented to the community.

6.3 Financial Implications

Income is generated as per approved tariff structure of Stellenbosch Municipality.

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 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 May 2025

FOR FURTHER DETAILS CONTACT:

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

ANNEXURE A



MONTHLY REPORT
FOR
MAY 2025
HALLS
DEPARTMENT
COMMUNITY
SERVICES

Table of Contents

1. Halls Functions and Revenue

1.1 Hiring of Halls.....	1
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: May 2025	Deposit	Rental of Hall	Name and Contact details
	STELLENBOSCH TOWN HALL		
31/05/2025	R4471,00	R8363,00	LETCHMEE DAVIDS
15&16/05/2025	N/A	R1250,00	IEC
28/05/2025	N/A	R6142,00	HILLSONG SA
	KLAPMUTS MULTI-PURPOSE CENTRE		
05/2025	N/A	R6612,00	SASSA
05/2025	N/A	R716,30	DEON KLAASSEN
05/2025	N/A	R716,00	NAOMI LANGEVELDT
03/05/2025	R705,00	R754,00	ABRAHAM ZIMMERIE
10/05/2025	R705,00	R754,00	MOOI HAWENS CHURCH
11/05/2025	R705,00	R754,00	FOWARD IN FAITH
17/05/2025	R705,00	R754,00	JUANITA ENGELBRECHT
24/05/2025	R705,00	R754,00	IRNA VERS
31/05/2025	R706,00	R754,00	HANS FORTUIN
	EIKESTAD HALL		
05/2025	N/A	R550,00	WEBER NONGENI
	CLOETESVILLE BANQUET HALL		
05/2025	N/A	R792,00	ONEIL MUTHIEN
03/05/2025	R198,00	R198,00	WEANE FREDERICKS
04/05/2025	N/A	R198,00	CHRIS THEUNISSEN
7,14,21,28/05/2025	N/A	R554,40	CHANGEABILITY
17/05/2025	R198,00	R237,60	CHARMAINE SEGERS
24/05/2025	R198,00	R198,00	SHARON ADAMS

	WEMMERSHOEK COMMUNITY HALL		
05/2025	N/A	R316,00	THE PARISH OF ST GEORGE
05/2025	N/A	R316,00	ISAAC DAVIDS
03/05/2025	N/A	R472,00	WEMMERSHOEK RFC
10/05/2025	R318,00	R472,00	RICARDO JONES
31/05/2025	R8,00	R472,00	WEMMERSHOEK RFC
	LAMOTTE COMMUNITY HALL		
05/2025	N/A	R316,00	THE PARISH OF ST GEORGE
05/2025	N/A	R316,00	ONEIL MUTHIEN
02/05/2025	R316,00	R472,00	RAYMOND KLAASSEN
09/05/2025	N/A	R472,00	BRUCHENES GLAM FAIRY
24/05/2025	R316,00	R472,00	BERADENE LOUW

	GROENDAL COMMUNITY HALL		
NONE			
	FRANSCHHOEK TOWN HALL		
05/2025	N/A	R1653,00	SASSA
15-18/05/2025	R5056,00	R19354,00	FRANSCHHOEK LITERARY FESTIVAL
24/05/2025	N/A	R600,00	ONEIL MUTHIEN
31/05/2025	R551,00	R600,00	GERT JEFTHAS

	KYLEMORE COMMUNITY HALL		
05/2025	N/A	R560,00	FRANCOIS LAUBSER
05/2025	N/A	R551,00	NAC
05/2025	N/A	R771,40	WAYNE MOSES
01/05/2025	R551,00	R551,00	JESSIE-DEAN KOOPMAN
30/05/2025	R551,00	R385,70	KYLEMORE HIGH SCHOOL
	PNIEL BANQUET HALL		
05/2025	N/A	R551,00	PNIEL BAPTIST FELLOWSHIP
05/2025	N/A	R551,00	NAC
05/2025	N/A	R550,00	JONATHAN VAN NIEKERK
03/05/2025	R551,00	R788,00	CHRISTOPHER SAMSON
24/05/2025	R552,00	R788,00	NAOMI LANGEVELDT
31/05/2025	R551,00	R788,00	JURITA HENDRICKS

	KAYAMANDI COMMUNITY HALL		
04/05/2025	N/A	R154,00	MPENDULO NTSWATI
07/05/2025	N/A	R154,00	SINALO SOBANTU
08&09/05/2025	N/A	R308,00	ONGEZWA GAGA
10&18/05/2025	N/A	R308,00	VUYANI NKOHLA
14/05/2025	N/A	R154,00	KAYAMANDI ECD
15/05/2025	N/A	R154,00	SINALO SOBANTU
22/05/2025	N/A	R154,00	KAYMANDI ECD
23/05/2025	N/A	R154,00	SINALO SOBANTU
25/05/2025	N/A	R154,00	NELSON MAYEZANA
29/05/2025	N/A	R154,00	MAKUPULA SSS
30/05/2025	N/A	R154,00	SINALO SOBANTU
31/05/2025	N/A	R154,00	MRSJOOSTER

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	3								11	2,2
Klapmuts Multi-purpose Centre	3	12	9	7	9								40	8
Eikestad Hall	1	5	2	3	1								12	2,4
Cloetesville Banquet Hall	2	3	7	4	6								22	4,4
Wemmershoek Community Hall	5	4	4	4	5								22	4,4
La Motte Community Hall	3	4	5	4	5								21	4,2
Franschhoek Town Hall	1	3	3	2	4								13	2,6
Groendal Community Hall	0	0	0	0	0								0	0
Kayamandi Community Hall	9	15	12	12	12								60	12
Kylemore Community Hall	3	4	4	4	5								20	4
Pniel Banquet Hall	3	4	7	6	6								26	6,5
Total Functions	30	55	54	52	56								247	49,4

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	R15755,00								R108273,60	R21654,72
Klapmuts multi-Purpose Centre	R6392,30	R14295,40	R13412,70	R11181,80	R12568,30								R57850,50	R11570,10
Eikestad Hall	R551,00	R3805,60	R1458,20	R2126,00	R550,00								R8490,80	R1698,16
Cloetesville Banquet Hall	R811,80	R1517,40	R1940,40	R1683,00	R2178,00								R8130,60	R1626,12
Wemmershoek Community Hall	R1892,00	R948,00	R2048,00	R1576,00	R2048,00								R8512,00	R1702,40
La Motte Community Hall	R1736,00	R1576,00	R1892,00	R1670,40	R2048,00								R8922,40	R1784,48
Franschhoek Town Hall	R1653,00	R27351,90	R2853,00	R3955,00	R22207,00								R58019,90	R11603,98
Groendal Community Hall	R0,00	R0,00	R0,00	R0,00	R0,00								R0,00	R0,00
Kayamandi Community Hall	R1540,00	R5654,00	R2002,00	R2310,00	R2156,00								R13662,00	R2734,40
Kylemore Community Hall	R1818,30	R2259,70	R3276,50	R2829,10	R2819,10								R13002,70	R2600,54
Pniel Banquet Hall	R2237,20	R3151,40	R9451,00	R4735,20	R4016,00								R23590,80	R4718,16
Total Amount	R18631,60	R69741,40	R68686,00	R85050,90	R66345,40								R308455,30	R61691,06

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	May-25					Overall Performance for May 2025 to May 2025			
				Original Target	Target	Target Description	Actual	R	Original Target	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%		0%	N/A	0%	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%		0%	N/A	0%	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%		0%	N/A	0%	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		0	N/A	0	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		0	N/A	0	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		0	N/A	0	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%		0%	N/A	0%	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		2	G	2	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		0	N/A	0	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		0	N/A	0	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		0	N/A	0	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		0	N/A	0	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		0	N/A	0	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	0	1		0	R	0	1	0	R
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	0	1		0	R	0	1	0	R

Overall Summary of Results

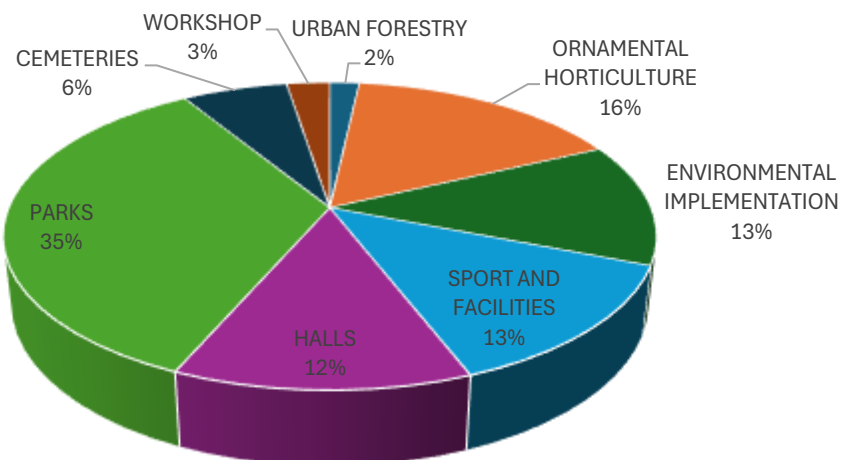
N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	12
R	KPI Not Met	0% <= Actual/Target <= 74.999%	2
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	1
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	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 10 June 2025 at 15:35.

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	60,5							
ORNAMENTAL HORTICULTURE	708	657	703	654	568							
ENVIRONMENTAL IMPLEMENTATION	456	220	452	509	451							
SPORT AND FACILITIES	830	744,5	938,5	621	459							
HALLS	181	383	470	468,5	434							
PARKS	1012	1225	1246	1123,5	1210							
CEMETERIES	97,5	173,5	152,5	155,5	217							
WORKSHOP	147	130	63	197	89							
TOTAL	3613	3761	4153	3865,5	3488,5							

Overtime Hours for May 2025



7.2.2	MONTHLY REPORT: HALLS: JUNE 2025
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Collaborator No:

IDP KPA Ref No:

Meeting Date: 5 June 2025

1. SUBJECT: JUNE 2025 MONTHLY REPORT: HALLS

2. PURPOSE

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

5. RECOMMENDATION

that the monthly reports of Halls for June 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 responsible for hiring out the halls, one Foreperson and 14 General Workers. The main function of the staff is to maintain the halls, as well as to ensure that the halls are ready to be rented to the community.

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 June 2025

FOR FURTHER DETAILS CONTACT:

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

ANNEXURE A



MONTHLY REPORT
FOR
JUNE 2025
HALLS
DEPARTMENT
COMMUNITY
SERVICES

Table of Contents

1. Halls Functions and Revenue

1.1 Hiring of Halls.....	1
1.2 Total Functions	4
1.3 Total Revenue	5
1.4 Halls Maintenance Report	6-9
1.5 Key Performance Indicators.....	10
1.6 Overtime Statistics.....	11

1.1 HIRING OF HALLS

Month: June 2025	Deposit	Rental of Hall	Name and Contact details
	STELLENBOSCH TOWN HALL		
07/06/2025	R4471,00	R8363,00	FUNRAISER NPC
13-15/06/2025	R6073,00	R18406,20	MARINA PIENAAR
21&28/06/2025	N/A	R4526,40	HILLSONGS SA
22&29/06/2025	R3670,00	R15088,00	HILLSONGS SA
	KLAPMUTS MULTI-PURPOSE CENTRE		
06/2025	N/A	R6612,00	SASSA
06/2025	N/A	R755,40	DEON KLAASSEN
06/2025	N/A	R755,40	NAOMI LANGEVELDT
06/06/2025	R551,00	R600,00	RISE REVIVAL MINISTRIES
07/06/2025	R705,00	R754,00	DENOVAN DANIELS
08/06/2025	R705,00	R754,00	JC ANTHONY
14/06/2025	R706,00	R754,00	ESTRONITA WEST
22/06/2025	R796,00	R754,00	ALVONSO JULIUS
28/06/2025	R706,00	R754,00	ENWER EVERTS
	EIKESTAD HALL		
06/2025	N/A	R502,00	WEBER NONGENI
16/06/2025	R551,00	R551,00	WEBER NONGENI
21/06/2025	R551,00	R788,00	COMMUNITY HEARTS
28/06/2025	R551,00	R788,00	FRANCISCA PONDANI
	CLOETESVILLE BANQUET HALL		
01,08,15,22&29/06/2025	N/A	R990,90	ONEIL MUTHIEN
01/06/2025	N/A	R198,00	CHRISTOPHER THEUNISSEN
04,11,18&25/06/2025	N/A	R554,40	CHANGE ABILITY

	WEMMERSHOEK COMMUNITY HALL		
06/2025	N/A	R316,00	ISAAC DAVIDS
06/2025	R316,00	R632,00	RAYMOND KLAASSEN
06/2025	N/A	R316,00	ST GEORGE
07/06/2025	R328,00	R472,00	CULSEM APRIL
27&28/06/2025	R316,00	R660,80	KLEIN WATERVAL-RIVERSIDE LODGE CC
29/06/2025	R318,00	R472,00	STANTON ADRIAANSE
	LAMOTTE COMMUNITY HALL		
06/2025	N/A	R316,00	ST GEORGE
06/2025	N/A	R316,00	ONEIL MUTHIEN
07/06/2025	N/A	R472,00	BRUCHENE TITUS
08/06/2025	N/A	R472,00	RAYMOND KLAASSEN
21/06/2025	R316,00	R788,00	SADE WILLIAMS
28/06/2025	R316,00	R472,00	LEZEL ALBERTS

	GROENDAL COMMUNITY HALL		
NONE			
	FRANSCHHOEK TOWN HALL		
06/2025	N/A	R2204,00	SASSA
21/06/2025	R551,00	R600,00	TANIA GOLIATH

	KYLEMORE COMMUNITY HALL		
06/2025	N/A	R551,00	NAC
06/2025	N/A	R826,50	WAYNE MOSES
06/2025	R9,00	R551,00	FRANCOIS LAUBSER
28/06/2025	N/A	R1339,00	CARMEN SCHOEMAN
	PNIEL BANQUET HALL		
06/2025	N/A	R551,00	PNIEL BAPTIST FELLOWSHIP
06/2025	N/A	R550,00	JONATHAN VAN NIEKERK
14/06/2025	R551,00	R788,00	BRONWYNNE DANIELS
21/06/2025	R551,00	R1008,40	MADelyn LAMBRECHTS

	KAYAMANDI COMMUNITY HALL		
01/06/2025	N/A	R154,00	MR ZUNGUMA
02/06/2025	N/A	R154,00	YEAR BEYOND
04/06/2025	N/A	R154,00	SINALO SOBANTU
05/06/2025	N/A	R160,00	NOXOLO MTWA
07/06/2025	N/A	R154,00	MR MVULA
08/06/2025	N/A	R154,00	MVELELI MGATINI
13/06/2025	N/A	R154,00	SINALO SOBANTU
14/06/2025	N/A	R154,00	MR MOMO
17/06/2025	N/A	R154,00	LOVE TO GIVE
20/06/2025	N/A	R154,00	SINALO SOBANTU
22/06/2025	N/A	R154,00	SIPHO NONTHANGA
24,24,25/06/2025	N/A	R462,00	NTOMBI MAFUNGWA
26/06/2025	N/A	R154,00	SINALO SOBANTU
28/06/2025	N/A	R154,00	KATLEGO
29/06/2025	N/A	R154,00	MR JOOSTER

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	3	4							15	2,5
Klapmuts Multi-purpose Centre	3	12	9	7	9	9							49	8,1
Eikestad Hall	1	5	2	3	1	4							16	2,6
Cloetesville Banquet Hall	2	3	7	4	6	3							25	4,1
Wemmershoek Community Hall	5	4	4	4	5	6							28	4,6
La Motte Community Hall	3	4	5	4	5	6							27	4,5
Franschhoek Town Hall	1	3	3	2	4	2							15	2,5
Groendal Community Hall	0	0	0	0	0	0							0	0
Kayamandi Community Hall	9	15	12	12	12	15							75	12,5
Kylemore Community Hall	3	4	4	4	5	4							24	4
Pniel Banquet Hall	3	4	7	6	6	4							30	5
Total Functions	30	55	54	52	56	57							304	50,6

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	R15755,00	R46383,60							R154657,20	R25776,20
Klapmuts multi-Purpose Centre	R6392,30	R14295,40	R13412,70	R11181,80	R12568,30	R12492,80							R70343,30	R11723,88
Eikestad Hall	R551,00	R3805,60	R1458,20	R2126,00	R550,00	R2629,00							R11119,80	R1853,30
Cloetesville Banquet Hall	R811,80	R1517,40	R1940,40	R1683,00	R2178,00	R1743,30							R9873,90	R1645,65
Wemmershoek Community Hall	R1892,00	R948,00	R2048,00	R1576,00	R2048,00	R2868,80							R11380,80	R1896,80
La Motte Community Hall	R1736,00	R1576,00	R1892,00	R1670,40	R2048,00	R2836,00							R11758,40	R1959,73
Franschhoek Town Hall	R1653,00	R27351,90	R2853,00	R3955,00	R22207,00	R2804,00							R60823,90	R10137,31
Groendal Community Hall	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00							R0,00	R0,00
Kayamandi Community Hall	R1540,00	R5654,00	R2002,00	R2310,00	R2156,00	R2624,00							R16286,00	R2714,33
Kylemore Community Hall	R1818,30	R2259,70	R3276,50	R2829,10	R2819,10	R3267,50							R16270,20	R2711,70
Pniel Banquet Hall	R2237,20	R3151,40	R9451,00	R4735,20	R4016,00	R2897,40							R26488,20	R4414,70
Total Amount	R18631,60	R69741,40	R68686,00	R85050,90	R66345,40	R80546,40							R389001,70	R64833,61

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	Jun-25						
			Original Target	Target Adjustments	Target	Target Description	Actual	R	Performance Comment
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	90%	0%	90%		41.63%	R	Percentage capital spend is 41,63%.
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)	0%	0%	0%		0%	N/A	
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)	100%	0%	100%		100%	G	See attached.
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	0	1		1	G	Attached the report of procurement needs received from SCM.
D3387	Attendance of Quarterly Occupation Health and Safety (OHS) meetings	Number of quarterly OHS meetings attended by the manager or secondee	1	0	1		1	G	Attached the attendance register.
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	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	100%	0%	100%		100%	G	See attached.
D3390	Facilitation of Sport meetings	Number of monthly Sport meetings facilitated	2	0	2		2	G	Attached the attendance registers of Sport Meetings held in June 2025.
D3496	Facilitation of the Annual Mayoral Youth Cup	Number of Annual Mayoral Youth Cups facilitated by 30 June	1	0	1		1	G	Attached the invitations.
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	1	0	1		0	R	
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	1	0	1		1	G	See attached
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	1	0	1		1	G	See attached
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	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	0	1	1		1	G	See attached
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	0	1	1		1	G	See attached

Overall Summary of Results

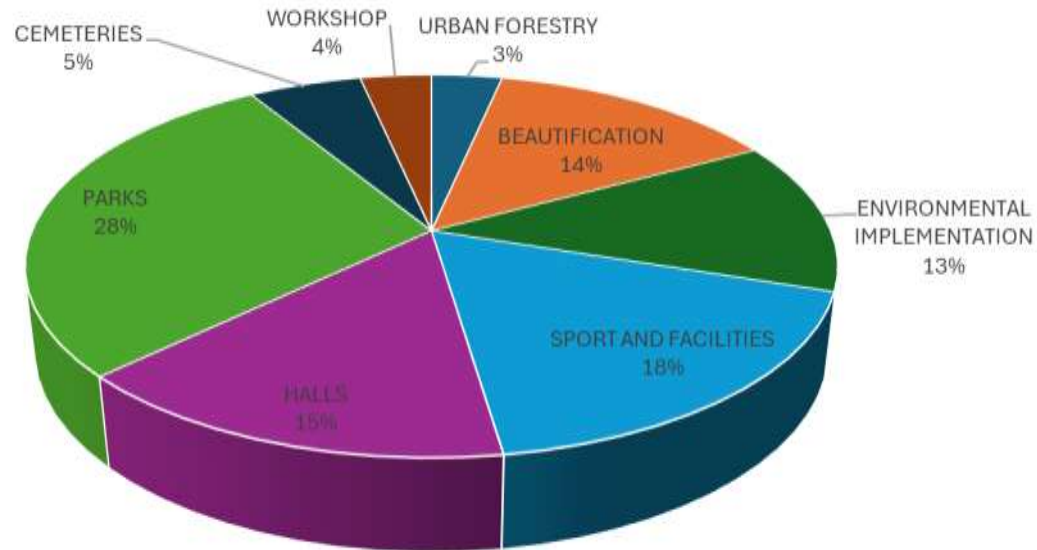
N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.
R	KPI Not Met	0% <= Actual/Target <= 74.999%
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%
G	KPI Met	Actual meets Target (Actual/Target = 100%)
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%
B	KPI Extremely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

Report generated on 16 July 2025 at 12:15.

1.6 OVERTIME STATISTICS FOR COMMUNITY SERVICES

OVERTIME & STANDBY HOURS WORKED	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	182	228	128	137	60,5	98						
ORNAMENTAL HORTICULTURE	708	657	703	654	568	403						
ENVIRONMENTAL IMPLEMENTATION	456	220	452	509	451	377						
SPORT AND FACILITIES	830	744,5	938,5	621	459	514						
HALLS	181	383	470	468,5	434	445,25						
PARKS	1012	1225	1246	1123,5	1210	829						
CEMETERIES	97,5	173,5	152,5	155,5	217	156,5						
WORKSHOP	147	130	63	197	89	99						
TOTAL	3613	3761	4153	3865,5	3488,5	2921,75						

Overtime Hours for June 2025



7.2.3	MONTHLY REPORT: SPORT: MAY 2025
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Collaborator No:

IDP KPA Ref No:

Meeting Date: 2 October 2025

1. SUBJECT: MONTHLY REPORT: SPORT: MAY 2025

2. PURPOSE

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

3. DELEGATED AUTHORITY

Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons. The Section 80 Committee has no decision-making authority and makes 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 May 2025 to the Committee for notification.

5. RECOMMENDATION

that the monthly reports of Sports for May 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 and facilities for different teams and sporting codes vary from cricket, rugby, soccer, hockey, tennis, netball, and the swimming pool. All municipal sports grounds combined make 37.5 hectares. The Sport section has thirty-three employees to render this service

6.3 Financial Implications

As per the approved budget.

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:** Sport Monthly Report for May 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><u>albert.vandermerwe@ Stellenbosch.gov.za</u></i>
REPORT DATE	

ANNEXURE A



MONTHLY REPORT
MAY 2025
SPORT SECTION
COMMUNITY
SERVICES

Table of Contents

1. General	1
2. Training	1
3. Sport and Halls (Challenges, good news, sport codes).....	1
4. New Sports Management Plan	1
5. Cloetesville Swimming Pool	1
6. Events for Sports and Halls	1
7. Sporting Activities at our facilities.....	2
8. Vandalism and Break-ins at Sport Facilities	3
9. Capital Projects	3
10. Key performance indicators (KPI's).....	4
11. Sport and Facilities Risk Management	5
12. Community Services Human Resources	6-9
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

- No training for the month of May.

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

To date 6 sport councils signed the User Agreements. The SSRA extended the signing of the outstanding sport councils to 13 June 2025, this will be the final extension given and the SSRA will do an outreach to these sport councils.

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

5. RECREATION FACILITIES

- Cloetesville swimming pool is officially closed and will re-open in the new season.
 - Jonkershoek Picnic Site is officially closed and will re-open in the new season.
- Rehabilitation and repair work caused by rain damages continues during the next month.

6. EVENTS FOR SPORTS AND HALLS

None.

7. SPORTING ACTIVITIES AT OUR FACILITIES: MAY 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	22	4	0	10	0	4	
Cloetesville	24	6	0	0	0	4	
Kayamandi	16	0	0	0	0	0	
Van Der Stel	8	2	0	0	0	0	
Jamestown	16	0	0	0	0	0	
Raithby	0	3	0	0	0	0	
Kylemore	4	4	0	0	0	0	
Pniel	0	2	0	0	0	1	
Lanquedoc	5	2	0	0	0	0	
Wemmershoek	3	3	0	0	0	2	
La Motte	2	4	0	0	0	0	
Groendal	22	5	0	0	0	2	
Klapmuts	16	4	0	0	0	4	
Jonkershoek	12	0	0	0	0	0	
Papplaas	3	0	0	0	0	0	

8. VANDALISM BREAK-INS AT SPORTS FACILITIES: MAY 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 %	Committe d %	Universal Key (Ukey)	OV Code	Project Code
Halls		250 000	1 991 195	-	2 241 195	2 241 195	662 582	1 061 859	-	1 724 440	516 755	29,56%	76,94%			
Furniture, Tools & Equipment: Halls	CRR	200 000	-	-37 022	162 978	162 978	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	2 078 217	562 642	999 099	-	1 561 740	516 477	27,07%	75,15%	20230621063415	OV000004000503	PC_0215
Sports Grounds and Picnic Sites		6 500 000	4 383 141	-133 355	10 749 786	10 749 786	1 581 046	7 272 242	884 254	9 737 542	1 012 244	14,71%	90,58%			
Fencing: Sport Grounds (WC024)	DC - Com	1 750 000	-	-53 500	1 696 500	1 696 500	837 348	385 414	-	1 222 762	473 738	49,36%	72,08%	20230331015056	OV000004000201	PC_0221
Furniture, Tools & Equipment: Sports	CRR	400 000	-	585 096	985 096	985 096	294 891	35 362	278 169	608 422	376 674	29,94%	61,76%	20220630077155	OV000004000201	PC_0222
Recreational Equipment Sport	CRR	200 000	79 719	-198 995	80 724	80 724	21 500	59 224	-	80 724	0	26,63%	100,00%	20220630077239	OV000004000201	PC_0229
Upgrade of netball courts	CRR	200 000	-	-15 847	184 153	184 153	-	184 543	-	184 543	-390	0,00%	100,21%	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	-594 719	4 905 281	4 905 281	199 545	4 705 735	-	4 905 280	1	4,07%	100,00%	20240627025594	OV000004000214	PC_0235
Upgrade of Sport Facilities	DC - Com	-	931 604	53 500	985 104	985 104	-	856 375	-	856 375	128 729	0,00%	86,93%	20220630077636	OV000004000214	PC_0235
Installation of Cricket nets	CRR	50 000	-	-2 150	47 850	47 850	-	47 850	-	47 850	-	0,00%	100,00%	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	-	336 700	1 336 700	1 336 700	-	776 394	560 250	1 336 644	56	0,00%	100,00%	20240627025403	OV000004000201	PC_0236
Upgrading of Swimming Pool	CRR	300 000	-	-43 440	256 560	256 560	-	210 139	45 835	255 974	586	0,00%	99,77%	20230621063418	OV000004000201	PC_0318
TOTAL - Capital		599 345 303	-74 832 744	-	524 512 559	524 512 559	310 558 763	164 856 066	5 709 567			59,21%	0,00%			

10. DEPARTMENT COMMUNITY SERVICES: KEY PERFORMANCE INDICATORS

Ref	Responsible Department	KPI	Unit of Measurement	May-25					Overall Performance for May 2025 to May 2025			
				Original Target	Target	Target Description	Actual	R	Original Target	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%		0%	N/A	0%	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%		0%	N/A	0%	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%		0%	N/A	0%	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		0	N/A	0	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		0	N/A	0	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		0	N/A	0	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%		0%	N/A	0%	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		2	G	2	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		0	N/A	0	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		0	N/A	0	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		0	N/A	0	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		0	N/A	0	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		0	N/A	0	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	0	1		0	R	0	1	0	R
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	0	1		0	R	0	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%	2
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	1
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 10 June 2025 at 15:35.

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

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

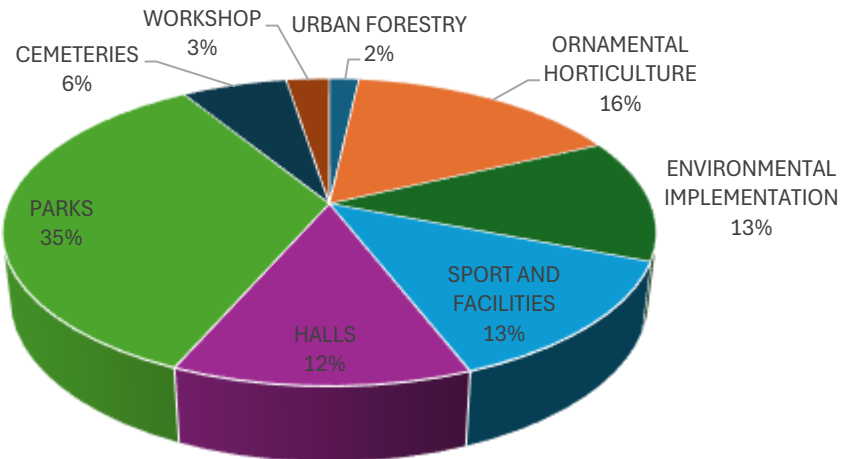
PARKS	0	0	0	0	0							
LIBRARIES	0	0	0	0	0							
WORKSHOP	0	0	0	0	0							
TOTAL	11	11	11	11	2							
RETIREMENTS / RESIGNATIONS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Retirement												
HALLS	0	0	0	0	0							
SPORT	1	0	0	0	0							
Retirement	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
PARKS	0	0	0	0	0							
Resignation	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
WORKSHOP	0	0	0	0	0							
TOTAL	0	0	0	0	0							
DISMISSALS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
RETRENCHMENTS	0	0	0	0	0							
INCAPACITIES	0	0	0	0	0							
DISABLED / CHRONIC ILLNESSES	0	0	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	0	0							
ORNAMENTAL HORTICULTURE	0	0	0	0	0							
ENVIRONMENTAL IMPLEMENTATION	0	0	0	0	0							
SPORT AND FACILITIES	0	0	0	0	0							
HALLS	0	0	0	0	0							

PARKS	0	0	0	0	0							
LIBRARIES	0	0	0	0	0							
TOTAL	0	0	0	0	0							
TRAINING	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0	0	0							
ORNAMENTAL HORTICULTURE	0	0	0	0	0							
ENVIRONMENTAL IMPLEMENTATION	0	0	0	0	0							
SPORT AND FACILITIES	0	0	0	7	0							
PARKS STB & FHK	0	0	0	0	0							
LIBRARIES	0	0	0	0	0							
HALLS	0	0	0	0	0							
TOTAL	0	0	0	7	0							
OVERTIME PRE-APPROVALS & STANDBY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	4	4	4	4	4							
BEAUTIFICATION	18	18	18	18	18							
ENVIRONMENTAL IMPLEMENTATION	9	9	9	9	9							
SPORT AND FACILITIES	32	32	32	32	32							
HALLS	12	12	12	12	12							
PARKS	45	45	45	45	45							
CEMETERIES	13	13	13	13	13							
WORKSHOP	2	2	2	2	2							
TOTAL	135	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	60,5							
BEAUTIFICATION	708	657	703	654	568							
ENVIRONMENTAL IMPLEMENTATION	456	220	452	509	451							
SPORT AND FACILITIES	830	744,5	938,5	621	459							
HALLS	181	383	470	468,5	434							
PARKS	1012	1225	1246	1123,5	1210							
CEMETERIES	97,5	173,5	152,5	155,5	217							
WORKSHOP	147	130	63	197	89							
TOTAL	3613	3761	4153	3865,5	3488,5							

Overtime Hours for May 2025



7.2.4	MONTHLY REPORT: SPORT: JUNE 2025
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Collaborator No:

IDP KPA Ref No:

Meeting Date: 2 October 2025

1. SUBJECT: MONTHLY REPORT: SPORT: JUNE 2025

2. PURPOSE

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

3. DELEGATED AUTHORITY

Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons. The Section 80 Committee has no decision-making authority and makes 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 June 2025 to the Committee for notification.

5. RECOMMENDATION

that the monthly reports of Sports for June 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 and facilities for different teams and sporting codes vary from cricket, rugby, soccer, hockey, tennis, netball, and the swimming pool. All municipal sports grounds combined make 37.5 hectares. The Sport section has thirty-three employees to render this service

6.3 Financial Implications

As per the approved budget.

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: Sport Monthly Report for June 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><u>albert.vandermerwe@ Stellenbosch.gov.za</u></i>
REPORT DATE	

ANNEXURE A



MONTHLY REPORT
JUNE 2025
SPORT SECTION
COMMUNITY
SERVICES

Table of Contents

1. General	1
2. Training	1
3. Sport and Halls (Challenges, good news, sport codes).....	1
4. New Sports Management Plan	1
5. Cloetesville Swimming Pool	1
6. Events for Sports and Halls	1
7. Sporting Activities at our facilities.....	3
8. Vandalism and Break-ins at Sport Facilities	4
9. Capital Projects	4
10. Key performance indicators (KPI's).....	5
11. Sport and Facilities Risk Management	6
12. Community Services Human Resources	7-10
13. Overtime Statistics for Sport & Halls Department	11

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

- No training for the month of June.

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 was held with Law Enforcement Department, a new meeting with the sport councils are planned.

4. SPORTS FACILITIES MANAGEMENT PLAN

A tentative date of 22 July 2025 is scheduled to ceremonially signed the User Agreement with the sport councils as well as a new M.O.U with the SSRA.

Monthly meetings between the Sport Office and the SSRA has been reinstated.

5. RECREATION FACILITIES

- Cloetesville swimming pool is officially closed and will re-open in the new season.
 - Jonkershoek Picnic Site is officially closed and will re-open in the new season.
- Rehabilitation and repair work caused by rain damages continues during the next month.

6. EVENTS FOR SPORTS AND HALLS

On Saturday, 21 June 2025 Stellenbosch Municipality hosted the Mayoral Youth Cup, with an under 13 soccer tournament at Ida's Valley Sport Facility. The tournament was arranged by the Sport Office and the Stellenbosch Local Football Association (SLFA).

On the day 30 individual teams participated from within the boundaries of WCO24. A team consisted of 12 players, a coach and a manager.

Detail of the tournament:

- First round – Round robin
- Last 16
- Quarter finals

- Semi finals
- Plate cup final- Glen Eagles vs Weltevrede – Winners Weltevrede
- Cup final – De Nova vs Lokxion Stars (Kayamandi) – Winners Lokxion Stars

The Player of the tournament and Goalkeeper of the tournament were also players from Lokxion Stars.

7. SPORTING ACTIVITIES AT OUR FACILITIES: JUNE 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	2	0	10	Mayoral Youth Tournament 2025
Cloetesville	26	6	0	0	0	4	
Kayamandi	14	0	0	0	0	0	
Van Der Stel	10	2	0	0	0	0	
Jamestown	16	0	0	0	0	0	
Raithby	0	2	0	0	0	0	
Kylemore	4	2	0	0	0	0	
Pniel	0	2	0	0	0	1	
Lanquedoc	5	2	0	0	0	0	
Wemmershoek	3	3	0	0	0	2	
La Motte	2	2	0	0	0	0	
Groendal	21	4	0	0	0	2	
Klapmuts	20	4	0	0	0	3	
Jonkershoek	12	0	0	0	0	0	
Papplaas	3	0	0	0	0	0	

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

None.

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	-100 000	2 141 195	2 141 195	1 235 090	455 586	-	1 690 675	450 520	57,68%	78,96%			
Furniture, Tools & Equipment: Halls	CRR	200 000	-	-37 022	162 978	162 978	162 700	-	-	162 700	278	99,83%	99,83%	20220630077194	OV000004000503	PC_0214
Upgrading of Halls	CRR	50 000	1 991 195	-62 978	1 978 217	1 978 217	1 072 390	455 586	-	1 527 975	450 242	54,21%	77,24%	20230621063415	OV000004000503	PC_0215
Sports Grounds and Picnic Sites		6 500 000	4 383 141	-133 355	10 749 786	10 749 786	3 090 307	6 673 154	-	9 763 461	986 325	28,75%	90,82%			
Fencing: Sport Grounds (WC024)	DC - Com	1 750 000	-	-53 500	1 696 500	1 696 500	1 222 762	-	-	1 222 762	473 738	72,08%	72,08%	20230331015056	OV000004000201	PC_0221
Furniture, Tools & Equipment: Sports	CRR	400 000	-	592 096	992 096	992 096	309 771	324 570	-	634 341	357 755	31,22%	63,94%	20220630077155	OV000004000201	PC_0222
Recreational Equipment Sport	CRR	200 000	79 719	-198 995	80 724	80 724	21 500	59 224	-	80 724	0	26,63%	100,00%	20220630077239	OV000004000201	PC_0229
Upgrade of netball courts	CRR	200 000	-	-15 847	184 153	184 153	-	184 543	-	184 543	-390	0,00%	100,21%	20220630077690	OV000004000201	PC_0234
Re-Surface of Netball/Tennis Courts	CRR	-	271 818	-7 000	264 818	264 818	227 762	11 206	-	238 968	25 850	86,01%	90,24%	20220630077654	OV000004000201	PC_0230
Upgrade of Sport Facilities	CRR	2 400 000	3 100 000	-594 719	4 905 281	4 905 281	283 282	4 621 998	-	4 905 280	1	5,78%	100,00%	20240627025594	OV000004000214	PC_0235
Upgrade of Sport Facilities	DC - Com	-	931 604	53 500	985 104	985 104	767 240	89 135	-	856 375	128 729	77,88%	86,93%	20220630077636	OV000004000214	PC_0235
Installation of Cricket nets	CRR	50 000	-	-2 150	47 850	47 850	47 850	-	-	47 850	-	100,00%	100,00%	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	-	336 700	1 336 700	1 336 700	-	1 336 644	-	1 336 644	56	0,00%	100,00%	20240627025403	OV000004000201	PC_0236
Upgrading of Swimming Pool	CRR	300 000	-	-43 440	256 560	256 560	210 139	45 835	-	255 974	586	81,91%	99,77%	20230621063418	OV000004000201	PC_0318
TOTAL - Capital		599 345 303	-74 832 744	-	524 512 559	524 512 559	389 741 366	101 966 698	242 770			74,31%	0,00%			

10. DEPARTMENT COMMUNITY SERVICES: KEY PERFORMANCE INDICATORS

Ref	KPI	Unit of Measurement	Jun-25					
			Original Target	Target Adjustments	Target	Target Description	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	90%	0%	90%		41.63%	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)	0%	0%	0%		0%	N/A
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)	100%	0%	100%		100%	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	0	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	0	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	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	100%	0%	100%		100%	G
D3390	Facilitation of Sport meetings	Number of monthly Sport meetings facilitated	2	0	2		2	G
D3496	Facilitation of the Annual Mayoral Youth Cup	Number of Annul Mayoral Youth Cups facilitated by 30 June	1	0	1		1	G
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	1	0	1		0	R
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	1	0	1		1	G
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	1	0	1		1	G
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	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	0	1	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	0	1	1		1	G

Overall Summary of Results

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

Report generated on 16 July 2025 at 12:15.

11. SPORT & FACILITIES RISK MANAGEMENT

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

12. COMMUNITY SERVICES HUMAN RESOURCES:

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

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

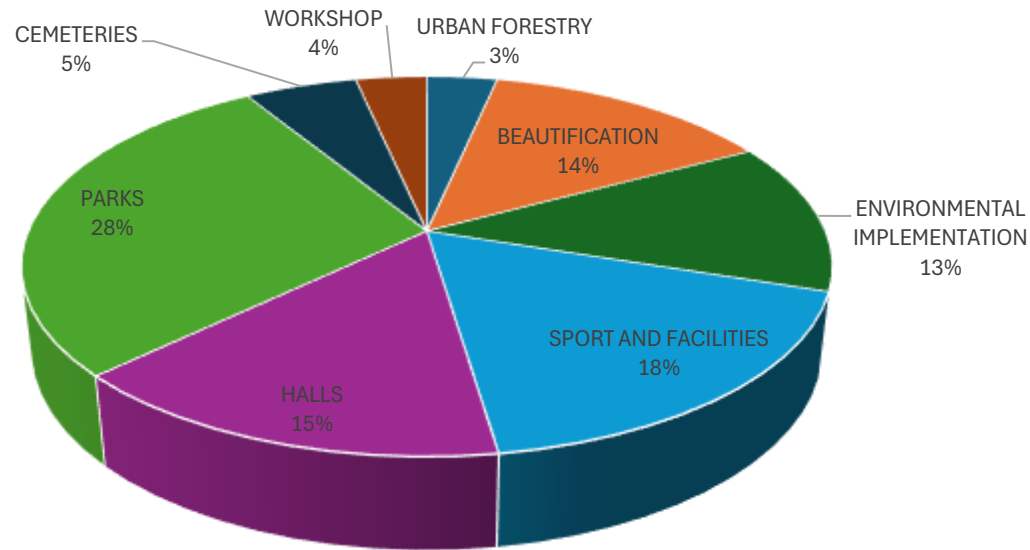
PARKS	0	0	0	0	0	0						
LIBRARIES	0	0	0	0	0	0						
WORKSHOP	0	0	0	0	0	0						
TOTAL	11	11	11	11	2	2						
RETIREMENTS / RESIGNATIONS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Retirement												
HALLS	0	0	0	0	0	0						
SPORT	1	0	0	0	0	0						
Retirement	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
PARKS	0	0	0	0	0	0						
Resignation	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
WORKSHOP	0	0	0	0	0	0						
TOTAL	0	0	0	0	0	0						
DISMISSALS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
RETRENCHMENTS	0	0	0	0	0	0						
INCAPACITIES	0	0	0	0	0	0						
DISABLED / CHRONIC ILLNESSES	0	0	0	0	0	0						
TOTAL	0	0	0	0	0	0						
INJURY ON DUTY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0	0	0	0						
ORNAMENTAL HORTICULTURE	0	0	0	0	0	0						
ENVIRONMENTAL IMPLEMENTATION	0	0	0	0	0	0						
SPORT AND FACILITIES	0	0	0	0	0	0						
HALLS	0	0	0	0	0	0						

PARKS	0	0	0	0	0	0						
LIBRARIES	0	0	0	0	0	0						
TOTAL	0	0	0	0	0	0						
TRAINING	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0	0		0						
ORNAMENTAL HORTICULTURE	0	0	0	0	0	0						
ENVIRONMENTAL IMPLEMENTATION	0	0	0	0	0	0						
SPORT AND FACILITIES	0	0	0	7	0	0						
PARKS STB & FHK	0	0	0	0	0	0						
LIBRARIES	0	0	0	0	0	0						
HALLS	0	0	0	0	0	0						
TOTAL	0	0	0	7	0	0						
OVERTIME PRE-APPROVALS & STANDBY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	4	4	4	4	4	4						
BEAUTIFICATION	18	18	18	18	18	18						
ENVIRONMENTAL IMPLEMENTATION	9	9	9	9	9	9						
SPORT AND FACILITIES	32	32	32	32	32	32						
HALLS	12	12	12	12	12	12						
PARKS	45	45	45	45	45	45						
CEMETERIES	13	13	13	13	13	13						
WORKSHOP	2	2	2	2	2	2						
TOTAL	135	135	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	60,5	98						
BEAUTIFICATION	708	657	703	654	568	403						
ENVIRONMENTAL IMPLEMENTATION	456	220	452	509	451	377						
SPORT AND FACILITIES	830	744,5	938,5	621	459	514						
HALLS	181	383	470	468,5	434	445,25						
PARKS	1012	1225	1246	1123,5	1210	829						
CEMETERIES	97,5	173,5	152,5	155,5	217	156,5						
WORKSHOP	147	130	63	197	89	99						
TOTAL	3613	3761	4153	3865,5	3488,5	2921,75						

Overtime Hours for June 2025



7.2.5	QUARTERLY REPORT: RECREATION, SPORT & HALLS SECTION (JULY 2025 - SEPTEMBER 2025)
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 2 October 2025

1. SUBJECT: QUARTERLY REPORT: RECREATION, SPORT & HALLS SECTION (JULY 2025 - SEPTEMBER 2025)

2. PURPOSE

To notify the Committee of the monthly activities (**Annexure A**) that were conducted by the Recreation, Sport & Halls section for July 2025 – September 2025.

3. DELEGATED AUTHORITY

The Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons. The Section 80 committee has no decision-making authority and makes 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 Recreation, Sport & Halls section for the month of July 2025 – September 2025 to the Committee for notification.

5. RECOMMENDATIONS

that the Quarterly report: Recreation, Sport & Halls Section (July 2025 - September 2025), be noted.

6. DISCUSSION / CONTENTS

6.1 Background

The section is responsible for managing sports grounds and facilities in the WC024.

6.2 Discussion

The Sport section prepares sports fields and facilities for different teams and sporting codes vary from cricket, rugby, soccer, hockey, tennis, netball, and the swimming pool. All municipal sports grounds combined make 37.5 hectares. The Sport section has thirty-three employees to render this service.

6.3 Financial Implications

As per the approved budget.

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 staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

Risks are addressed in the report.

6.8 Comments from Senior Management**6.8.1 Director: Infrastructure Services**

No comments

6.8.2 Director: Planning and Economic Development

No comments

6.8.3 Director: Protection and Community Services

No comments

6.8.4 Director: Corporate Services

No comments

6.8.5 Chief Financial Officer

No comments

6.8.6 Municipal Manager

No comments

ANNEXURES

Annexure A: Sport Monthly Report

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Senior Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8165
E-MAIL ADDRESS	Albert.vanderMerwe@ Stellenbosch.gov.za
REPORT DATE	18 SEPTEMBER 2025

ANNEXURE A



**QUARTERLY
REPORT FOR JULY
2025 – SEPTEMBER
2025**

RECREATION,
SPORT AND
HALLS

**COMMUNITY
SERVICES**

Table of Contents

1. General	1
2. Training	1
3. Sport and Halls (Challenges, good news, sport codes).....	1
4. New Sports Management Plan	1
5. Recreation and Facilities	1
6. Events for Sports and Halls	1
7. Sporting Activities at our facilities.....	2
8. Vandalism and Break-ins at Sport Facilities	3
9. Capital Projects	3
10. Key performance indicators (KPI's).....	4
11. Recreation, Sport & Halls Risk Management	5
12. Hiring of Halls.....	5
13. Total Revenue	6
14. Community Services Human Resources	7
15. Overtime Statistics.	11

SPORTS AND FACILITIES

1. GENERAL

All sport facilities are open and fully functional.

2. TRAINING

No training for the month of July 2025 – August 2025. Training will commence in September 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. The Sport Office met with the Law Enforcement Department and the security service providers to discuss challenges. A meeting with the SSRA was held with Law Enforcement Department, a new meeting with the sport councils are planned, await confirmation from SSRA when meeting can be held.

4. SPORTS FACILITIES MANAGEMENT PLAN

The User Agreement with the sport councils as well as a new M.O.U with the SSRA was signed on 22 July 2025.

Monthly meetings between the Sport Office and the SSRA has been reinstated. And the following Sport Council site meetings took place:

- 16 July 2025 at Lanquedoc Sport Grounds.
- 24 July 2025 at Kylemore Sport Grounds.
- 20 August 2025 at Pniel Sport Grounds.
- 26 August 2025 at Lanquedoc Sport Grounds.

5. RECREATION FACILITIES

- Cloetesville swimming pool is officially closed and will re-open in the new season.
 - Jonkershoek Picnic Site is officially closed and will re-open in the new season.
- Rehabilitation and repair work caused by rain damages continues during the next month.

6. EVENTS FOR SPORTS AND HALLS

The department held no internal events for the month of July 2025 – September 2025.

7. SPORTING ACTIVITIES AT OUR FACILITIES: JULY - SEPTEMBER 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	55	10	0	7	0	14	
Cloetesville	69	13	0	0	0	12	
Kayamandi	26	0	0	0	0	0	
Van Der Stel	29	7	0	0	0	0	
Jamestown	22	0	0	0	0	0	
Raithby	0	10	0	0	0	0	
Kylemore	21	2	0	0	0	0	
Pniel	0	6	0	0	0	4	
Lanquedoc	14	8	0	0	0	0	
Wemmershoek	11	9	0	0	0	4	
La Motte	6	8	0	0	0	0	
Groendal	52	9	0	0	0	6	
Klapmuts	52	10	0	0	0	7	
Jonkershoek	26	0	0	0	0	0	
Papplaas	7	0	0	0	0	0	

8. VANDALISM BREAK-INS AT SPORTS FACILITIES: JULY 2025 – SEPTEMBER 2025

None.

9. CAPITAL PROJECT 2025/26 FEEDBACK

Projects	Fund	Original Budget 2025/2026	Adjustments Budget	Virements	Amended Budget	Planned Expenditure	Actual Expenditure	Shadows (Orders)	Provisional Cost	Actuals + Shadows & Provisional	Balance R	Actual Exp %	Committed %	Universal Key (Ukey)	OV Code	Project Code
Halls		1 650 000	450 242	-	2 100 242	-	126 385	434 380	-	560 764	1 539 478	6,02%	26,70%			
Furniture, Tools & Equipment: Halls	CRR	150 000	-	-	150 000	-	20 097	-	-	20 097	129 903	13,40%	13,40%	20220630077194	OV000004000503	PC_0214
Upgrading of Halls	CRR	1 000 000	450 242	-	1 450 242	-	106 288	-	-	106 288	1 343 954	7,33%	7,33%	20250701027616	OV000004000503	PC_0215
Vehicle Fleet: Halls	CRR	500 000	-	-	500 000	-	-	434 380	-	434 380	65 620	0,00%	86,88%	20250701027123	OV000004000503	PC_0365
Sports Grounds and Picnic Sites		4 660 870	5 453 492	-	10 114 362	3 920 000	-	4 913 354	128 996	5 042 350	5 072 012	0,00%	49,85%			
Fencing: Sport Grounds (WC024)	DC - Com	1 200 000	473 738	-	1 673 738	300 000	-	659 375	-	659 375	1 014 363	0,00%	39,40%	20250701027649	OV000004000201	PC_0221
Furniture, Tools & Equipment: Sports	CRR	300 000	357 755	-	657 755	320 000	-	167 022	58 630	225 652	432 103	0,00%	34,31%	20220630077155	OV000004000201	PC_0222
Upgrade of Sport Facilities	CRR	2 700 000	4 621 999	-	7 321 999	3 200 000	-	4 086 957	-	4 086 957	3 235 042	0,00%	55,82%	20250701027655	OV000004000201	PC_0235
Upgrade of Sport Facilities	DevSport	260 870	-	-	260 870	-	-	-	-	-	260 870	0,00%	0,00%	20250701027625	OV000004000201	PC_0235
Upgrading of Swimming Pool	CRR	200 000	-	-	200 000	100 000	-	-	70 366	70 366	129 634	0,00%	35,18%	20250701027652	OV000004000201	PC_0318
TOTAL - Capital		642 490 175	35 118 649	-	677 608 824	106 584 630	33 186 028	258 756 593	27 681 300			4,90%	0,00%			

10. DEPARTMENT RECREATION, SPORT & HALLS: KEY PERFORMANCE INDICATORS

Ref	Responsible Department	KPI	Unit of Measurement	Jul-25						Aug-25						Overall Performance for July 2025 to August 2025			
				Target	Actual	R	Performance Comment	Corrective Measures	POE Attachment	Target Adjustments	Target	Target Description	Actual	R	Performance Comment	POE Attachment	Target	Actual	R
D4877	Community and Protection Services - Recreation, Sport Grounds and Halls	Facilitation of Sport meetings	Number of monthly Sport meetings facilitated	2	2	G	Attached the x 2 attendance registers of the Sport meetings that took place.		SportCIAttendance.pdf	0	2		2	G	Attached the x 2 attendance registers of the Sport meetings that took place.	Aug2025AttendanceRegisters.pdf	4	4	G
D5618	Community and Protection Services - Recreation, Sport Grounds and Halls	Submission of MSA Section 80 quarterly reports to the Senior Manager: Community Services	Number of quarterly MSA Section 80 reports to the Senior Manager: Community Services	1	1	G	KPI met.		SportSection.pdf HallsSection.pdf	0	0		0	N/A			1	1	G
D5619	Community and Protection Services - Recreation, Sport Grounds and Halls	Submission of comments on the monthly MFMA Section 71 reports to the Senior Manager: Financial Management Services	Number of comments on the monthly MFMA Section 71 reports submitted to the Senior Manager: Financial Management Services	1	1	G	KPI met.		FWS71reportingdocumentationJuly2025-COMMUNITYANDPROTECTIONSERVICES.msg CapitalExpenditureReport2025-2026YTD31July2025-COMMPROTECTSERVICES.xlsx	0	1		1	G	Please see attached, submission to Financial Services.	RES71reportingdocumentationAugust2025COMMUNITYANDPROTECTIONSERVICES.msg CapitalExpenditureReport2025-2026YTD29Aug2025-CPSERVICES.xlsx OperationalvariancesS71August20	2	2	G
D5729	Community and Protection Services - Recreation, Sport Grounds and Halls	Conclude performance plans with all identified personnel	Number of performance plans concluded with all identified personnel by 30 July	3	3	G	KPI met.		PERFORMANCEAGREEMENT- IANADAMS.pdf PERFORMANCEAGREEMENT- SAMANTHADAVIDS.pdf SIGNEDPERFORMANCEAGREEMENTS- HALLS.pdf	0	0		0	N/A			3	3	G
D5730	Community and Protection Services - Recreation, Sport Grounds and Halls	Conduct annual performance evaluations with all identified personnel	Number of annual performance evaluations conducted with all identified personnel by 31 August	0	0	N/A				0	3		3	G	Attached the performance evaluations conducted with x 6 personnel.	SKM450i25073113230.pdf	3	3	G

11. RECREATION, SPORT & HALLS 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. HIRING OF HALLS

2025	31 Jan	28 Feb	31 Mar	30 Apr	31 May	30 Jun	31 Jul	31 Aug	30 Sept	Total	Average
Stellenbosch Town Hall	0	1	1	6	3	4	4	3	1	23	2,5
Klapmuts Multi-purpose Centre	3	12	9	7	9	9	4	9	6	68	7,5
Eikestad Hall	1	5	2	3	1	4	4	4	4	28	3,1
Cloetesville Banquet Hall	2	3	7	4	6	3	2	5	3	35	3,8
Wemmershoek Community Hall	5	4	4	4	5	6	7	8	3	46	5,1
La Motte Community Hall	3	4	5	4	5	6	6	9	4	46	5,1
Franschhoek Town Hall	1	3	3	2	4	2	2	2	2	21	2,3
Groendal Community Hall	0	0	0	0	0	0	0	0	0	0	0
Kayamandi Community Hall	9	15	12	12	12	15	16	14	6	111	12,3
Kylemore Community Hall	3	4	4	4	5	4	3	3	2	32	3,5
Pniel Banquet Hall	3	4	7	6	6	4	4	5	3	42	4,6
Total Functions	30	55	54	52	56	57	52	62	34	418	46,4

1.3 TOTAL REVENUE

2025	31 Jan	28 Feb	31 Mar	30 Apr	31 May	30 June	31 July	31 Aug	30 Sept	Total	Average
Stellenbosch Town Hall	R0,00	R9182,00	R30352,20	R52984,40	R15755,00	R46383,60	R45549,50	R32807,00	R13646,00	R213852,70	R25025,83
Klapmuts multi-Purpose Centre	R6392,30	R14295,40	R13412,70	R11181,80	R12568,30	R12492,80	R10772,00	R13143,40	R4038,00	R98296,70	R11782,33
Eikestad Hall	R551,00	R3805,60	R1458,20	R2126,00	R550,00	R2629,00	R2087,00	R4355,40	R2794,00	R16000,80	R1650,85
Cloetesville Banquet Hall	R811,80	R1517,40	R1940,40	R1683,00	R2178,00	R1743,30	R824,00	R1648,00	R1236,00	R11934,00	R1337,23
Wemmershoek Community Hall	R1892,00	R948,00	R2048,00	R1576,00	R2048,00	R2868,80	R2629,00	R4504,30	R1150,00	R19664,10	R2314,26
La Motte Community Hall	R1736,00	R1576,00	R1892,00	R1670,40	R2048,00	R2836,00	R4665,80	R4102,00	R1971,00	R18395,20	R2053,02
Franschhoek Town Hall	R1653,00	R27351,90	R2853,00	R3955,00	R22207,00	R2804,00	R31179,00	R3677,20	R1252,00	R96932,10	R11960,01
Groendal Community Hall	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00
Kayamandi Community Hall	R1540,00	R5654,00	R2002,00	R2310,00	R2156,00	R2624,00	R6560,00	R2240,00	R1760,00	R26846,00	R3135,75
Kylemore Community Hall	R1818,30	R2259,70	R3276,50	R2829,10	R2819,10	R3267,50	R2547,00	R2966,50	R1897,50	R20714,70	R2352,15
Pniel Banquet Hall	R2237,20	R3151,40	R9451,00	R4735,20	R4016,00	R2897,40	R3127,00	R3697,00	R23252,00	R52867,20	R3701,90
Total Amount	R18631,60	R69741,40	R68686,00	R85050,90	R66345,40	R80546,40	R109940,30	R73140,80	R52997,00	R625079,80	R69453,31

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

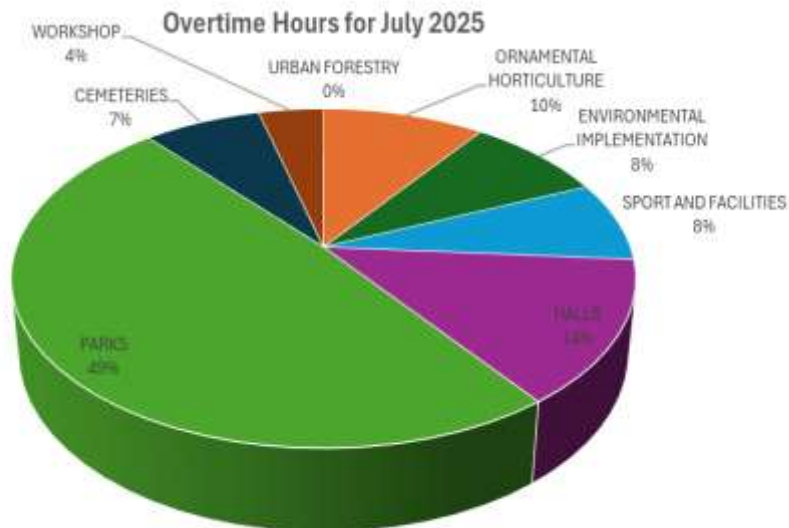
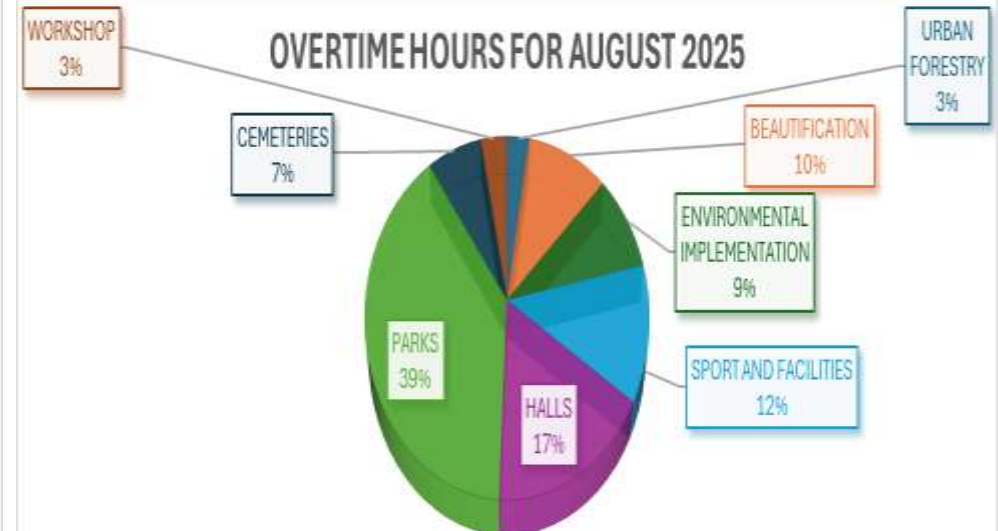
SPORT AND FACILITIES	4	3	3	3	3	3	3	3	3			
HALLS	2	2	2	2	2	2	2	2	2			
PARKS	2	2	2	2	2	2	2	2	2			
LIBRARIES	7	7	7	7	7	7	7	7	7			
CEMETERIES	0	0	0	0	0	0	0	0	0			
WORKSHOP	1	1	1	1	1	1	1	1	1			
TOTAL	22	21	21	21	21	21	21	21	21			
EPWP STAFF	JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC
ORNAMENTAL HORTICULTURE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

PARKS	0	0	0	0	0	0	0	0	0			
LIBRARIES	0	0	0	0	0	0	0	0	0			
WORKSHOP	0	0	0	0	0	0	0	0	0			
TOTAL	11	11	11	11	2	2	2	2	2			
RETIREMENTS / RESIGNATIONS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Retirement												
HALLS	0	0	0	0	0	0	0	0	0			
SPORT	1	0	0	0	0	0	0	0	0			
Retirement	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
PARKS	0	0	0	0	0	0	0	0	0			
Resignation	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
WORKSHOP	0	0	0	0	0	0	0	0	0			
TOTAL	0	0	0	0	0	0	0	0	0			
DISMISSALS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
RETRENCHMENTS	0	0	0	0	0	0	0	0	0			
INCAPACITIES	0	0	0	0	0	0	0	0	0			
DISABLED / CHRONIC ILLNESSES	0	0	0	0	0	0	0	0	0			
TOTAL	0	0	0	0	0	0	0	0	0			
INJURY ON DUTY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0	0	0	0	0	0	0			
ORNAMENTAL HORTICULTURE	0	0	0	0	0	0	0	0	0			
ENVIRONMENTAL IMPLEMENTATION	0	0	0	0	0	0	0	0	0			
SPORT AND FACILITIES	0	0	0	0	0	0	1	1	0			
HALLS	0	0	0	0	0	0	0	0	0			
PARKS	0	0	0	0	0	0	0	0	0			

LIBRARIES	0	0	0	0	0	0	0	0	0			
TOTAL	0	0	0	0	0	0	1	1	0			
TRAINING	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0	0	0	0	0	0	0			
ORNAMENTAL HORTICULTURE	0	0	0	0	0	0	0	0	0			
ENVIRONMENTAL IMPLEMENTATION	0	0	0	0	0	0	0	0	0			
SPORT AND FACILITIES	0	0	0	7	0	0	0	0	0			
PARKS STB & FHK	0	0	0	0	0	0	0	0	0			
LIBRARIES	0	0	0	0	0	0	0	0	0			
HALLS	0	0	0	0	0	0	0	0	0			
TOTAL	0	0	0	7	0	0	0	0	0			
OVERTIME PRE- APPROVALS & STANDBY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	4	4	4	4	4	4	4	4	4			
BEAUTIFICATION	18	18	18	18	18	18	18	18	18			
ENVIRONMENTAL IMPLEMENTATION	9	9	9	9	9	9	9	9	9			
SPORT AND FACILITIES	32	32	32	32	32	32	32	32	32			
HALLS	12	12	12	12	12	12	12	12	12			
PARKS	45	45	45	45	45	45	45	45	45			
CEMETERIES	13	13	13	13	13	13	13	13	13			
WORKSHOP	2	2	2	2	2	2	2	2	2			
TOTAL	135	135	135	135	135	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	60,5	98	0	79	N/A			
BEAUTIFICATION	708	657	703	654	568	403	217	282	N/A			
ENVIRONMENTAL IMPLEMENTATION	456	220	452	509	451	377	185	251	N/A			
SPORT AND FACILITIES	830	744,5	938,5	621	459	514	165	342	N/A			
HALLS	181	383	470	468,5	434	445,25	295,75	471,5	N/A			
PARKS	1012	1225	1246	1123,5	1210	829	1058	1098	N/A			
CEMETERIES	97,5	173,5	152,5	155,5	217	156,5	157	190,5	N/A			
WORKSHOP	147	130	63	197	89	99	87	93	N/A			
TOTAL	3613	3761	4153	3865,5	3488,5	2921,75	2164,75	2997,5	N/A			



7.2.6	MONTHLY REPORT: LIBRARIES: MAY 2025
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Collaborator No: 784964

IDP KPA Ref No:

File Plan:

Meeting Date: 2 October 2025

1. SUBJECT: MONTHLY REPORT: LIBRARIES: MAY 2025

2. PURPOSE

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

5. RECOMMENDATION

that the monthly reports by the Sections: Libraries for May 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.

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 May 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><u>albert.vandermerwe@ Stellenbosch.gov.za</u></i>
REPORT DATE	

ANNEXURE A



STELLENBOSCH LIBRARIES MAY REPORT

LIBRARY SERVICES

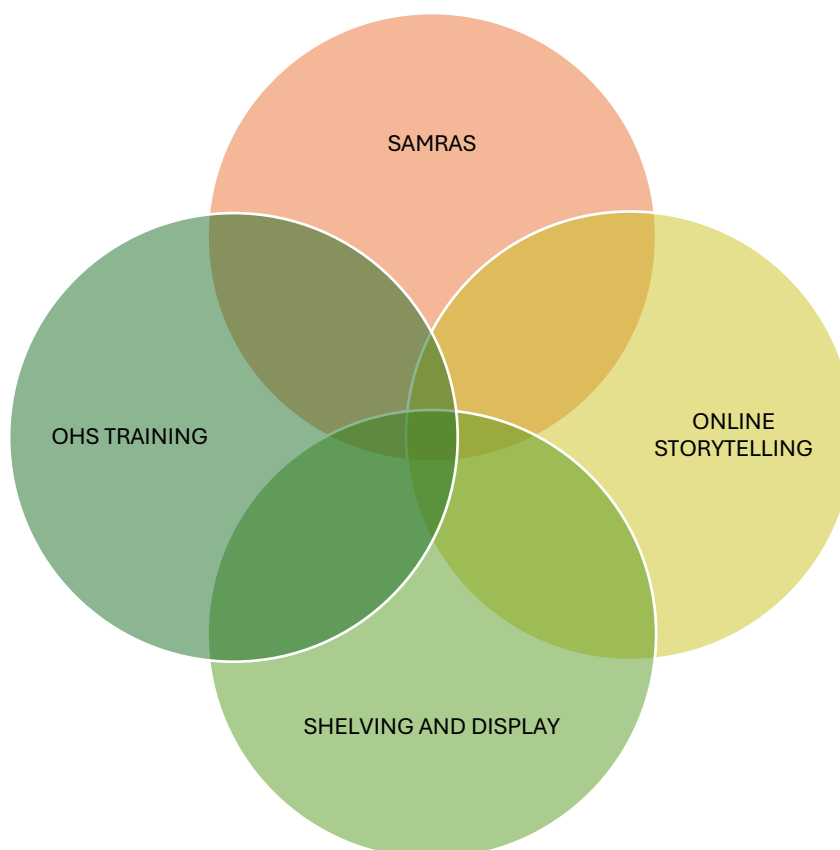
Contents

1	TRAINING	2
2	STATISTICS.....	4
2.1	Membership	4
2.2	Circulation.....	6
3	OUTREACH ACTIVITIES	7
4	PROGRAMS / MARKETING EVENTS.....	13
5	PARTNERSHIPS	14
6	COLLECTION DEVELOPMENT	15
6.1	Book Reviews	15
		16
6.2	Project Files and Pamphlets	17
6.3	Procurement	17
7	DISPLAYS	18
8	HIGHLIGHTS OF THE MONTH.....	19
9	HUMAN RESOURCES	22
9.1	Leave.....	22
9.2	Resignations	22
9.3	New Appointments	22
10	CURRENT PROJECTS	22
10.1	Jamestown Library	22
10.2	Stellenbosch Library.....	22
10.3	Ida's Valley Library	23
10.4	Library Signage	23

LIBRARY SERVICES

1 TRAINING

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. SAMRUS NEW USER AND REFRESHER TRAINING

Conducted by: Malungisa Noholoza

Location: Online training

Objective: The training was for new and current users of the financial system. This training provided new users the opportunity to understand how the system works when operational purchases need to be made, it also afforded existing users the opportunity to receive refresher training on the system.

LIBRARY SERVICES

2. ONLINE STORYTELLING TRAINING

Conducted by: Senior Librarian, Unathi Maphongwana

Location: Cloetesville Library

Participants: Yeboneers

Objective: To equip Yeboneers with storytelling skills to engage children in storytelling sessions, both within library settings and remotely. The training aimed to empower Yeboneers to foster a love of reading and provide enriching experiences for children.

3. SHELVING AND DISPLAY TRAINING

Conducted by: Senior Librarian, Unathi Mapongwana

Location: Cloetesville Library

Participants: Yeboneers

Objective: A focused training session aimed at providing Yeboneers with the techniques to conduct shelf work which includes the physical maintenance of the stacks of books and involves sorting, shelving, shifting and shelf reading, as well as display techniques aimed at improving their ability to create informative library display

4. OHS TRAINING

Conducted by: Senior Librarian, Unathi Mapongwana

Location: Cloetesville Library

Participants: Cloetesville library staff

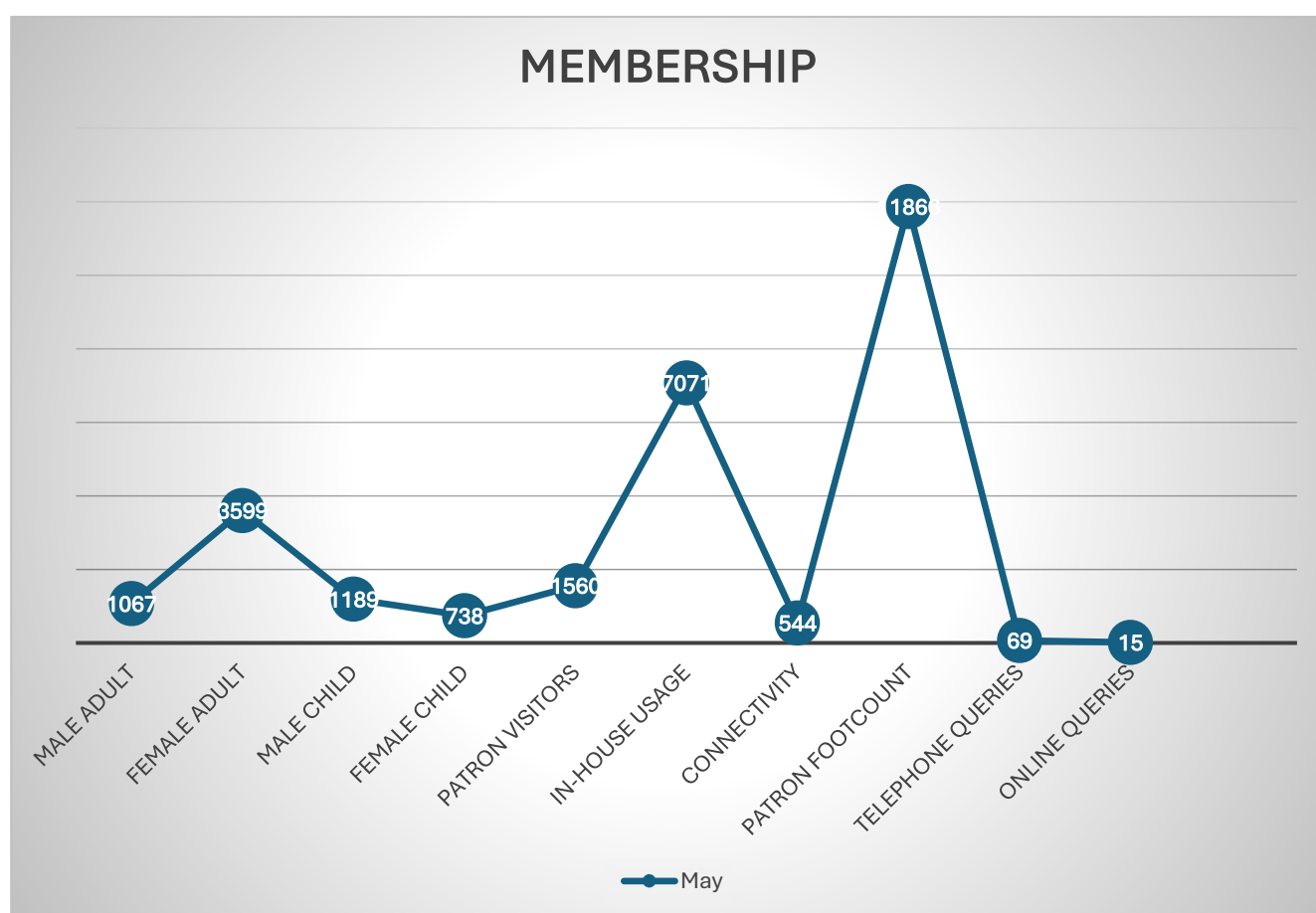
Objective: Senior librarian conducted an in-house OHS training session with the staff to reinforce workplace safety protocols and ensure compliance with safety regulations.

LIBRARY SERVICES

2 STATISTICS

2.1 Membership

Membership at the Stellenbosch Libraries has had an increase due to membership interest from library patrons. 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.



LIBRARY SERVICES

Membership

There has been an increase in membership due to improved marketing of our library programs on social media platforms, partnerships with community NGO and Business stakeholders, active inter-departmental outreach initiatives, and increased efforts to encourage patrons to join the library.

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 increased, indicating a steady growth in overall library engagement.

Connectivity:

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

Patron foot count

Some libraries have reported a slight decline in patron foot traffic. This can be attributed to community members accessing the library's free Wi-Fi from outside the building, without entering the library. An appeal has been made to DCAS to consider the provision of free wi-fi inside the body of the libraries as well.

Other libraries have recorded an increase in patron foot count which indicates a strong increase in public interest in library services and resources as well as successful outreach/events.

LIBRARY SERVICES

2.2 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.

LIBRARY SERVICES

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.

3 OUTREACH ACTIVITIES

IZIKO MUSEUM Iziko Museum Mobile Bus

An engaging educational outreach program at Pieter Langeveldt Primary School, in collaboration with **Iziko Museum**. The highlight of the event was the **Iziko Museum Mobile Bus**, which brought a curated collection of historical and natural artifacts directly to the learners



LIBRARY SERVICES

AFRICA DAY

A proud celebration of Africa Day. Were delicious African cuisine and beautiful traditional outfits (Xhosa attire) was showcased. A welcome visit from tourists all the way from Georgia, USA, who joined us in the festivities.



EARLY CHILDHOOD DEVELOPMENT TRAINING

The Akani group offers training to creche principals as well as the creche staffs to equip them with the skills relevant to the development of the child. They provide guidance and mentoring on working with children who have special needs and learning barriers.



LIBRARY SERVICES

CHILD PROTECTION WEEK

We were invited by the community development section to be part of the child protection awareness, all the local creches were there, community leaders and councillors of Stellenbosch. The aim is to increase understanding of what constitutes abuse, neglect, and exploitation. And to raise awareness about how and where to report cases of child abuse or neglect.



LITERACY FESTIVAL

Encouraging a love of reading with the community of Franschoek



LIBRARY SERVICES

MOTHER'S DAY

A special arts and crafts session celebrating Mother's Day. The aim of the event was to encourage creativity and give the children an opportunity to express their love and appreciation for their mothers through handmade cards.



FIRE AWARENESS & FIRE FIGHTERS DAY

International Firefighters' Day is observed to honour firefighters for their service, and to remember firefighters who lost their lives during service.



LIBRARY SERVICES

WELLNESS GROUP

Right to Care Wellness Group providing free screening in the community.



BOOK LAUNCH: UQAMATA SERIES

Groendal Library hosted the launch of the uQamata series by Nompumelelo Ngcobo. The event was marked by an excellent turnout and was filled with a vibrant, engaging audience. The audience participated in a thoughtful discussion and demonstrated a deep interest in the themes explored in the uQamata series.



LIBRARY SERVICES

STORYTELLING

After-school arts and crafts sessions, and storytelling where the children enthusiastically created autumn-themed trees using a variety of materials provided and engaged in various story themes.



LIBRARY SERVICES

4 PROGRAMS / MARKETING EVENTS

Event	Total	Target Audience	Description
Africa Day	5	School Children	<p>Franschoek Library celebrated Africa day through storytelling as well as arts and crafts by educating the public of the different cultures and the diversity that Africa has to offer.</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>
uQamata Book Launch	1	All ages	On 03 May, we were privileged to host the launch of the uQamata series by Nompumelelo Ngcobo. The event was marked by an excellent turnout and was filled with a vibrant, engaging audience. The audience participated in a thoughtful discussion and demonstrated a deep interest in the themes explored in the uQamata series.
Mother's Day Celebration	1	Adults	Groendal Library hosted a special arts and crafts session with grade 3 learners from Groendal Primary School in celebration of Mother's Day. The aim of the event was to encourage creativity and give the children an opportunity to express their love and appreciation for their mothers through handmade cards.
Freedom Day	2	Adults	Groendal Library hosted a movie screening on Mandela: Long Walk to Freedom for the grade 5

LIBRARY SERVICES

		Grade 7 learners	<p>learners from Groendal Primary School as part of our Freedom Day celebration. The event aimed to educate and inspire the learners by sharing the story of Nelson Mandela and South Africa's journey to democracy. To create a fun and engaging atmosphere, the learners enjoyed popcorn while watching the movie.</p> <p>Klapmuts held a discussion with the grade 7's to talk about the importance of Freedom Day.</p>
Iziko museum	1	Primary school learners	Cloeteville Library hosted an engaging educational outreach program at Pieter Langeveldt Primary School, in collaboration with Iziko Museum . The highlight of the event was the Iziko Museum Mobile Bus , which brought a curated collection of historical and natural artifacts to showcase to the learners.
World Book Day	1	Grade 3 learners	Klapmuts Library hosted grade 3 learners to educate them about World Book Day through dancing, singing activity and story telling

5 PARTNERSHIPS

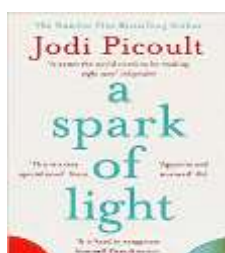
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South African Revenue Services (SARS)	Assisting with tax related matters

LIBRARY SERVICES

Khoi-Khoi (Jeffery)	Explained the importance of Africa day through storytelling at Klapmuts Library
Klapmuts Clinic	Hygiene and Sexual awareness talk
Lyndoch Sustainable Institute	Educational programme
Right to Care	Health Awareness

6 COLLECTION DEVELOPMENT

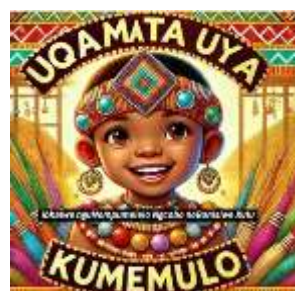
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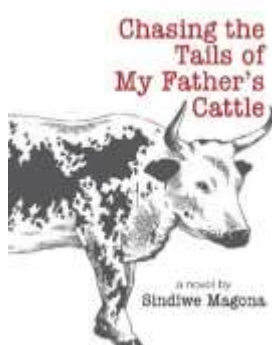
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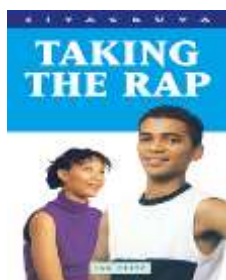


Title: uQamata Uya KuMemulo
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Target group: Junior
Genre: Fiction

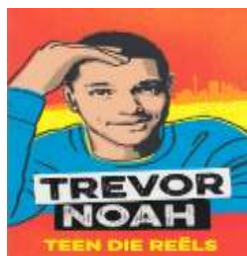


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Target group: Adult
Genre: Non-Fiction

LIBRARY SERVICES



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Author: Ian Fritz
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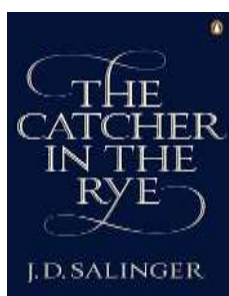
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LIBRARY SERVICES

6.2 Project Files and Pamphlets

Name	Total	Subject	Description
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Tobacco Awareness	1	Life Orientation	Students needed information for a school project New project files are being developed to cover this subject.

6.3 Procurement

Adult	
Genre	Total
Fiction	R1 860.95
Non-Fiction	R1 979.77
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LIBRARY SERVICES

7 DISPLAYS

Theme	Subject	Total	Description	Picture
Africa Day	History	1	Africa Day serves as a day to celebrate African unity, diversity, and progress, while also acknowledging the continent's challenges.	 
Mother's Day	Life Orientation	1	Mother's Day is a celebration honouring the mother of the family or individual, as well as motherhood, maternal bonds, and the influence of mothers in society.	 
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LIBRARY SERVICES

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Anti-Tobacco month	Life Orientation	2	This campaign focuses on raising awareness about the health risks of smoking and promoting quitting.	

The library displays showcase a variety of themes and purposes, targeted at different audiences with varying durations. For example, the "Africa Day" display, highlighted African history, culture, unity and progress through books, posters and cultural artifacts and storytelling, which promoted African identity and pride. The "Mother's Day" display celebrated motherhood and the role of maternal figures with families and society as a whole. The "Lupus Awareness" display created awareness surrounding mental health, and aimed to educate patrons on mental health issues, reducing stigma, and promoting mental well-being. Similarly, the "Anti-Tobacco" display, focused on raising awareness about the health risks associated with smoking.

8 HIGHLIGHTS OF THE MONTH

The May 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

By engaging with the community at large and showcasing that reading can lead to greater heights, as with the launch of uQamata books series, and engaging in Literacy festivals, and Flash Fiction Workshop, and educating the community of our cultural history by celebrating Africa Day, the love of books and reading is still the centre stone of community development.



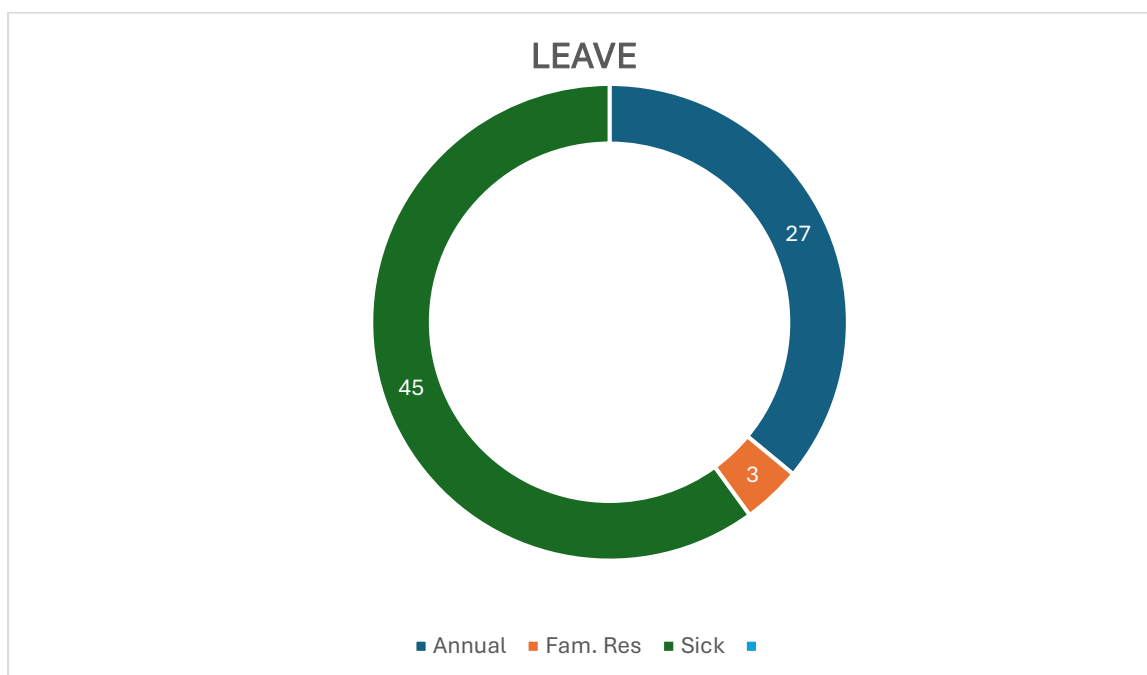
LIBRARY SERVICES



LIBRARY SERVICES

9 HUMAN RESOURCES

9.1 Combined Staff Leave



9.2 Resignations

None

9.3 New Appointments

None

10 Combined Staff **CURRENT PROJECTS**

10.1 Jamestown Library Upgrade

The estimated date of completion is 19 June 2025

10.2 Stellenbosch Library Upgrade

The handover of keys to Rekhacon Contractor was conducted on 29 May 2025. Technical meetings with the contractor and consultant is scheduled for every second Thursday of the month and a Progress Meeting which also includes DCAS is scheduled for once a month. The estimated date of completion of the upgrade is currently set at end of September 2025.

LIBRARY SERVICES

10.3 Ida's Valley Library

Rustenburg Farms has unfortunately pulled out of the proposed partnership with the Ida's Valley Library. To be able to complete the project, new Funding for the ECD sensory garden must be secured

10.4 Library Signage

Project has been completed, and all libraries have received, new library signage inside the libraries as well as signs showing open and closed hours.

10.5 Challenges

The challenges currently facing libraries is the filling of the vacancies with permanent staff and not Contract staff. These are approved vacancies on the organogram and funding approved by province on the business plan.

Delays in authorisation of requests from SCM. Feedback from SCM regarding documents submitted to SCM is often not timeously communicated to the section resulting in unnecessary delays with requests.

7.2.7	MONTHLY REPORT: LIBRARIES: JUNE 2025
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Collaborator No: 784964

IDP KPA Ref No:

File Plan:

Meeting Date: 2 October 2025

1. SUBJECT: MONTHLY REPORT: LIBRARIES: JUNE 2025

2. PURPOSE

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

5. RECOMMENDATION

that the monthly reports by the Sections: Libraries for June 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.

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 June 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><u>albert.vandermerwe@ Stellenbosch.gov.za</u></i>
REPORT DATE	

ANNEXURE A



STELLENBOSCH LIBRARIES JUNE REPORT

LIBRARY SERVICES

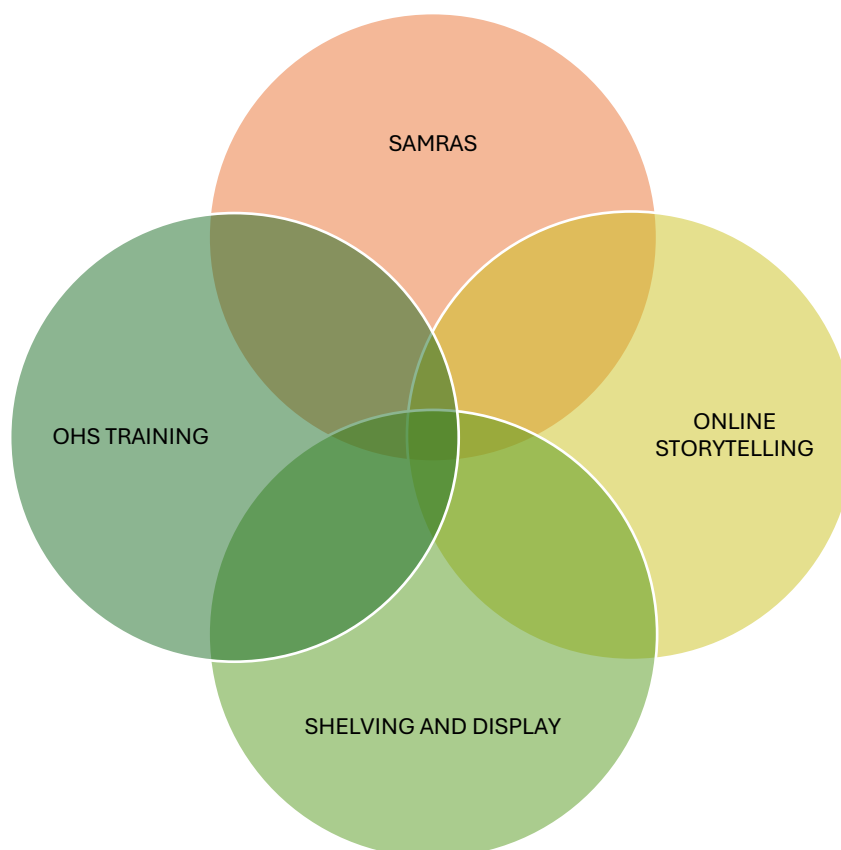
Contents

1	TRAINING	2
2	STATISTICS.....	4
2.1	Membership	4
2.2	Circulation.....	6
3	OUTREACH ACTIVITIES	7
4	PROGRAMS / MARKETING EVENTS.....	13
5	PARTNERSHIPS	14
6	COLLECTION DEVELOPMENT	15
6.1	Book Reviews	15
		16
6.2	Project Files and Pamphlets	17
6.3	Procurement	17
7	DISPLAYS	18
8	HIGHLIGHTS OF THE MONTH.....	19
9	HUMAN RESOURCES	22
9.1	Leave.....	22
9.2	Resignations	22
9.3	New Appointments	22
10	CURRENT PROJECTS	22
10.1	Jamestown Library	22
10.2	Stellenbosch Library.....	22
10.3	Ida's Valley Library	23
10.4	Library Signage	23

LIBRARY SERVICES

1 TRAINING

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. SAMRUS NEW USER AND REFRESHER TRAINING

Conducted by: Malungisa Noholoza

Location: Online training

Objective: The training was for new and current users of the financial system. This training provided new users the opportunity to understand how the system works when operational purchases need to be made, it also afforded existing users the opportunity to receive refresher training on the system.

LIBRARY SERVICES

2. ONLINE STORYTELLING TRAINING

Conducted by: Senior Librarian, Unathi Maphongwana

Location: Cloetesville Library

Participants: Yeboneers

Objective: To equip Yeboneers with storytelling skills to engage children in storytelling sessions, both within library settings and remotely. The training aimed to empower Yeboneers to foster a love of reading and provide enriching experiences for children.

3. SHELVING AND DISPLAY TRAINING

Conducted by: Senior Librarian, Unathi Mapongwana

Location: Cloetesville Library

Participants: Yeboneers

Objective: A focused training session aimed at providing Yeboneers with the techniques to conduct shelf work which includes the physical maintenance of the stacks of books and involves sorting, shelving, shifting and shelf reading, as well as display techniques aimed at improving their ability to create informative library display

4. OHS TRAINING

Conducted by: Senior Librarian, Unathi Mapongwana

Location: Cloetesville Library

Participants: Cloetesville library staff

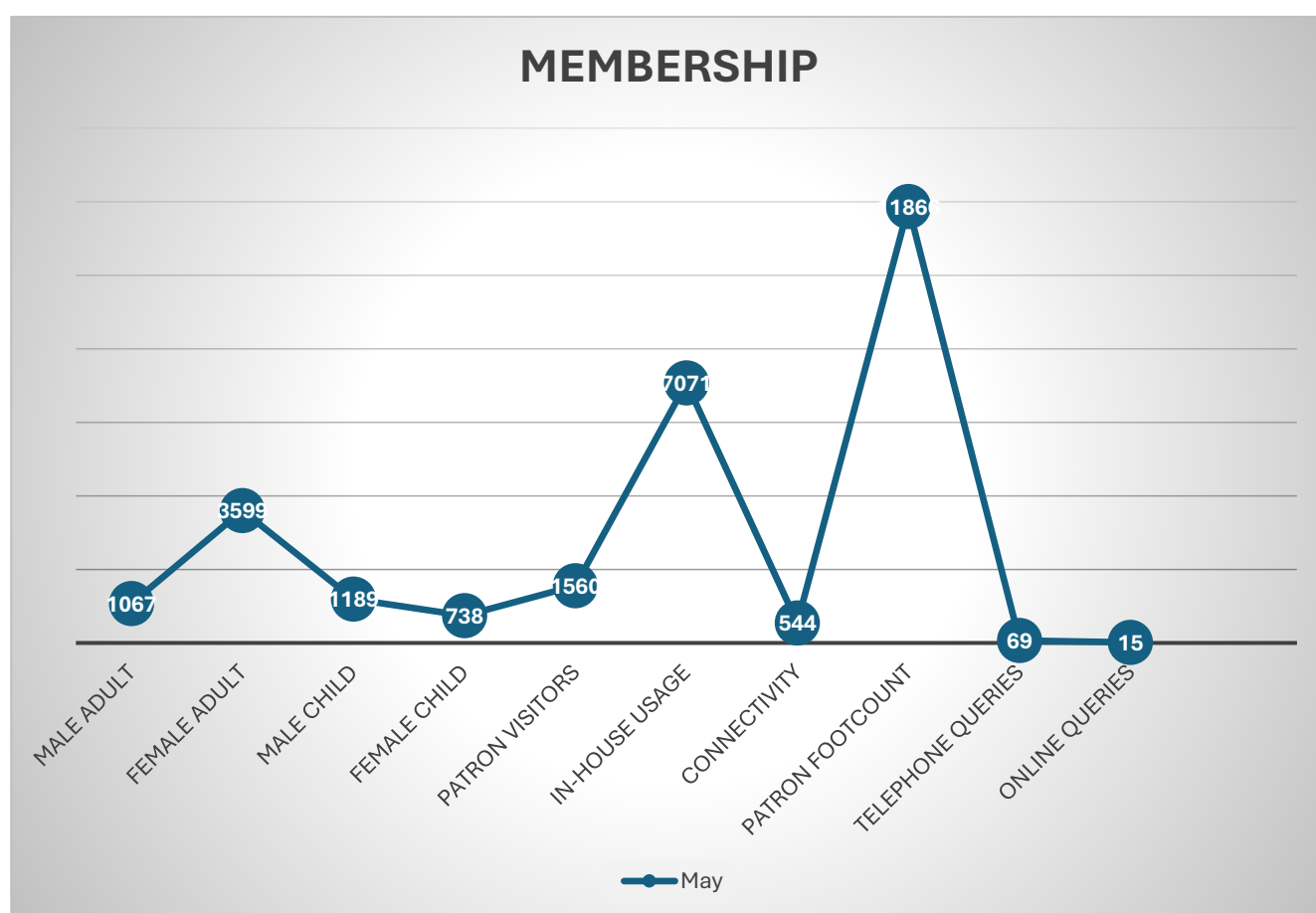
Objective: Senior librarian conducted an in-house OHS training session with the staff to reinforce workplace safety protocols and ensure compliance with safety regulations.

LIBRARY SERVICES

2 STATISTICS

2.1 Membership

Membership at the Stellenbosch Libraries has had an increase due to membership interest from library patrons. 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.



LIBRARY SERVICES

Membership

There has been an increase in membership due to improved marketing of our library programs on social media platforms, partnerships with community NGO and Business stakeholders, active inter-departmental outreach initiatives, and increased efforts to encourage patrons to join the library.

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 increased, indicating a steady growth in overall library engagement.

Connectivity:

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

Patron foot count

Some libraries have reported a slight decline in patron foot traffic. This can be attributed to community members accessing the library's free Wi-Fi from outside the building, without entering the library. An appeal has been made to DCAS to consider the provision of free wi-fi inside the body of the libraries as well.

Other libraries have recorded an increase in patron foot count which indicates a strong increase in public interest in library services and resources as well as successful outreach/events.

LIBRARY SERVICES

2.2 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.

LIBRARY SERVICES

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.

3 OUTREACH ACTIVITIES

IZIKO MUSEUM Iziko Museum Mobile Bus

An engaging educational outreach program at Pieter Langeveldt Primary School, in collaboration with **Iziko Museum**. The highlight of the event was the **Iziko Museum Mobile Bus**, which brought a curated collection of historical and natural artifacts directly to the learners



LIBRARY SERVICES

AFRICA DAY

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LIBRARY SERVICES

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LIBRARY SERVICES

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LIBRARY SERVICES

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LIBRARY SERVICES

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LIBRARY SERVICES

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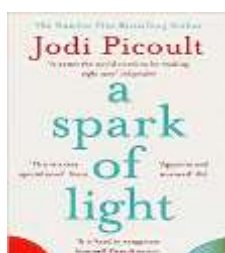
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LIBRARY SERVICES

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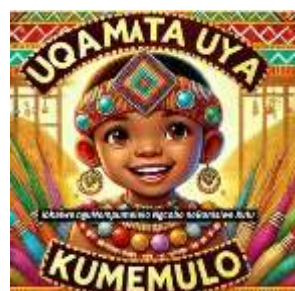
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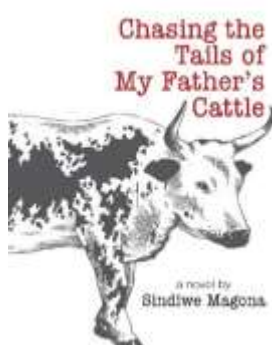
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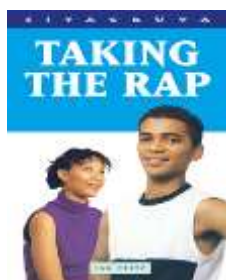


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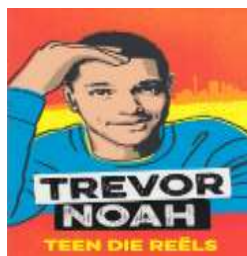


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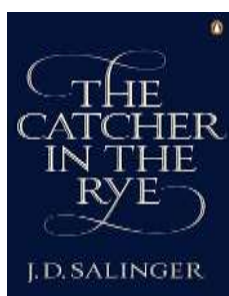
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LIBRARY SERVICES

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LIBRARY SERVICES

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LIBRARY SERVICES

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LIBRARY SERVICES

By engaging with the community at large and showcasing that reading can lead to greater heights, as with the launch of uQamata books series, and engaging in Literacy festivals, and Flash Fiction Workshop, and educating the community of our cultural history by celebrating Africa Day, the love of books and reading is still the centre stone of community development.



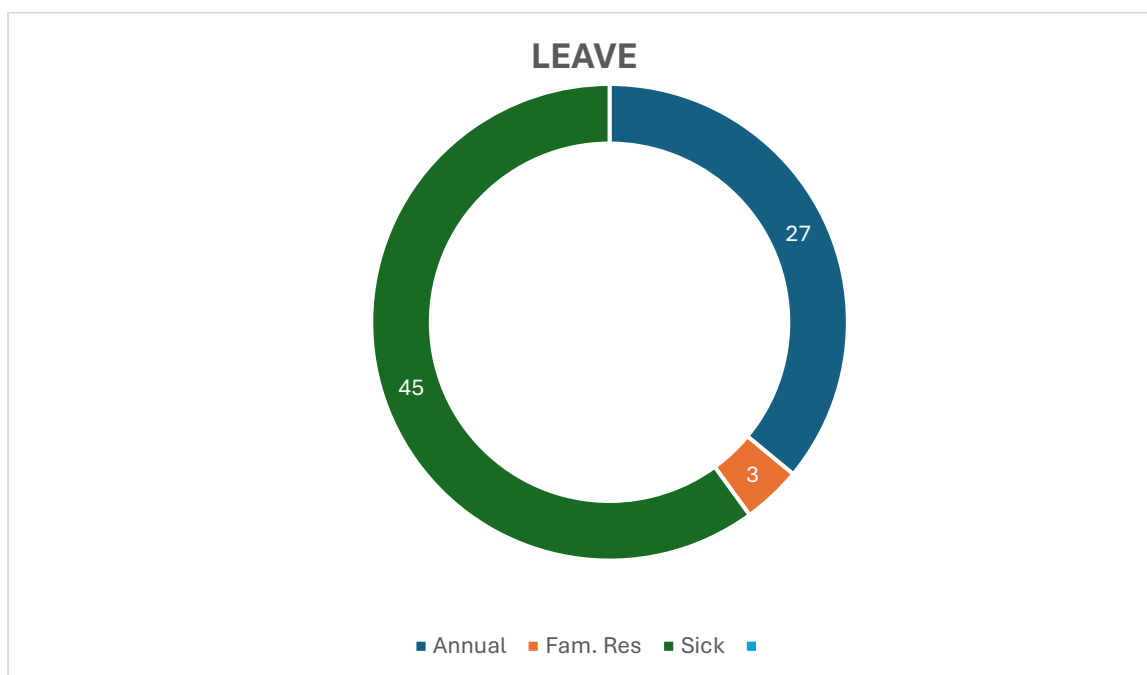
LIBRARY SERVICES



LIBRARY SERVICES

9 HUMAN RESOURCES

9.1 Combined Staff Leave



9.2 Resignations

None

9.3 New Appointments

None

10 Combined Staff **CURRENT PROJECTS**

10.1 Jamestown Library Upgrade

The estimated date of completion is 19 June 2025

10.2 Stellenbosch Library Upgrade

The handover of keys to Rekhacon Contractor was conducted on 29 May 2025. Technical meetings with the contractor and consultant is scheduled for every second Thursday of the month and a Progress Meeting which also includes DCAS is scheduled for once a month. The estimated date of completion of the upgrade is currently set at end of September 2025.

LIBRARY SERVICES

10.3 Ida's Valley Library

Rustenburg Farms has unfortunately pulled out of the proposed partnership with the Ida's Valley Library. To be able to complete the project, new Funding for the ECD sensory garden must be secured

10.4 Library Signage

Project has been completed, and all libraries have received, new library signage inside the libraries as well as signs showing open and closed hours.

10.5 Challenges

The challenges currently facing libraries is the filling of the vacancies with permanent staff and not Contract staff. These are approved vacancies on the organogram and funding approved by province on the business plan.

Delays in authorisation of requests from SCM. Feedback from SCM regarding documents submitted to SCM is often not timeously communicated to the section resulting in unnecessary delays with requests.

7.2.8	QUARTERLY REPORT: LIBRARIES SECTION (JULY 2025 - SEPTEMBER 2025)
-------	--

Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 2 October 2025

1. SUBJECT: QUARTERLY REPORT: LIBRARIES SECTION (JULY 2025 - SEPTEMBER 2025)

2. PURPOSE

To notify the Committee of the monthly activities (**Annexure A**) that were conducted by the Libraries Section for July 2025 - September 2025.

3. DELEGATED AUTHORITY

Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons. The Section 80 committee has no decision-making authority and makes 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 libraries section for the month of July 2025 – September 2025 to the Committee for notification.

5. RECOMMENDATION

To present the monthly activity report of the libraries section for the month of July 2025 – September 2025 to the Committee for notification, be noted.

6. DISCUSSION / CONTENTS

6.1 Background

The libraries section 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 six Senior Librarians to manage this section effectively. Their main functions are to provide effective and efficient library service to clients and to promote the culture of reading.

6.3 Financial Implications

As per the approved budget.

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 staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

Risks are addressed in the report.

6.8 Comments from Senior Management**6.8.1 Director: Infrastructure Services**

No comments

6.8.2 Director: Planning and Economic Development

No comments

6.8.3 Director: Protection and Community Services

No comments

6.8.4 Director: Corporate Services

No comments

6.8.5 Chief Financial Officer

No comments

6.8.6 Municipal Manager

No comments

ANNEXURES

Annexure A: Libraries Monthly Report & Combined Stats

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Senior Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8165
E-MAIL ADDRESS	Albert.vanderMerwe@ Stellenbosch.gov.za
REPORT DATE	18 SEPTEMBER 2025

ANNEXURE A



STELLENBOSCH LIBRARIES QUARTERLY REPORT: JULY- SEPT 2025

LIBRARY SERVICES

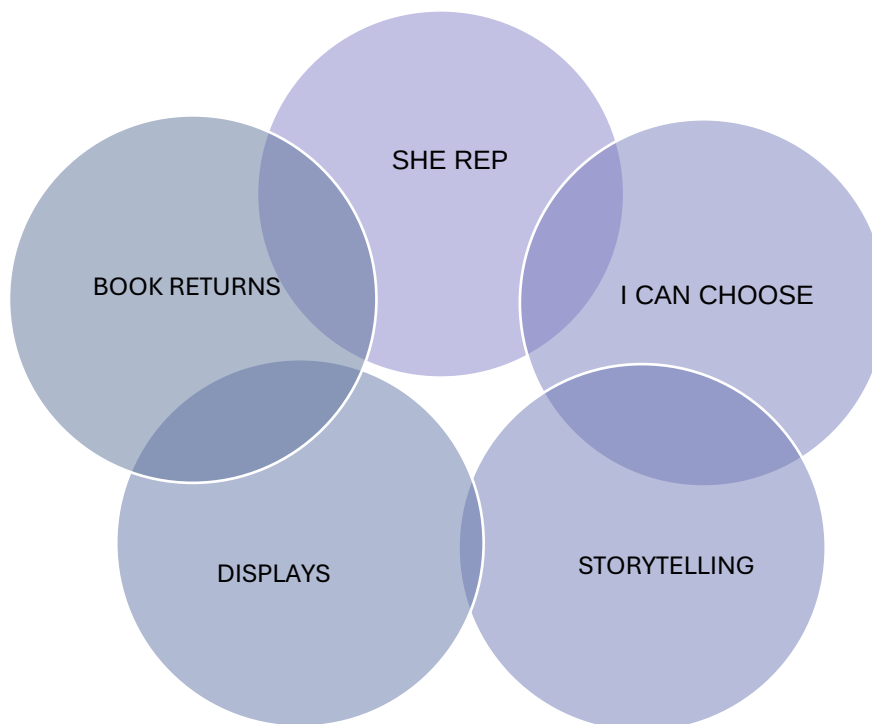
CONTENTS

1. TRAINING.....	2
1.1 SHE REP TRAINING.....	2
1.2 I CAN CHOOSE	2
2. STATISTICS.....	3
2.1 Membership	3
2.2 Circulation.....	7
3. OUTREACH ACTIVITIES.....	0
4. PROGRAMS / MARKETING EVENTS.....	1
5. PARTNERSHIPS	3
6. COLLECTION DEVELOPMENT	4
6.1 Book Reviews	4
6.2 Project Files and Pamphlets	6
7. ADULT DISPLAYS	7
8. HIGHLIGHTS OF THE MONTH	9
9. HUMAN RESOURCES	11
9.1 Leave	11
9.2 Resignations	11
9.3 New Appointments	11
10. CURRENT PROJECTS.....	11
10.1 Jamestown Library	11
10.2 Stellenbosch Library	11
10.3 Ida's Valley Library	11
10.4 Klapmuts Library	Error! Bookmark not defined.

LIBRARY SERVICES

1. TRAINING

This report provides an overview of the latest training initiatives implemented by the Stellenbosch Public Libraries Section. The objective of the training is to develop staff competencies and enhance services for the community it service



1.1 SHE REP TRAINING

Conducted by: External

Location: Municipal Building

Participants: Senior Librarians & Library Assistants

Objective: The training equips elected representatives with the knowledge and skills to identify hazards, promote safety, understand workers' rights and responsibilities, and assist management in creating a safer, compliant workplace

1.2 I CAN CHOOSE

Conducted by: External

Location: Groendal Library

Participants: Library Assistant

1.3 STORYTELLING

Conducted by: Senior Librarian

Location: Cloetesville Library

Participants: Yeboneers & Stellectare Caregivers

Objective: To equip Yeboneers with the knowledge of storytelling

LIBRARY SERVICES

1.4 DISPLAYS

Conducted by: Library Staff
Location: Cloetesville Library
Participants: Yeboneers
Objective: To equip Yeboneers with the knowledge about displays

1.5 BOOK RETURNS

Conducted by: Senior Librarian
Location: Cloetesville Library
Participants: Yeboneers
Objective: To equip Yeboneers with the knowledge of storytelling and practical skills required to accurately and efficiently scan returned books

2. STATISTICS

2.1 Membership

Analysis of Library Usage and Activities

While membership remained steady, usage metrics show a marked decline in September. This can be attributed primarily to the shorter reporting period (mid-September) and is consistent with a proportional slowdown rather than an outright drop in interest.

- **In-house Usage and Foot Traffic Library Services service.:**

In-house usage has steadily decreased from Covid closure onwards. Similarly, foot traffic has also dropped. While these figures appear alarming, a proportional analysis reveals a more consistent picture. Libraries outreach programs have increased significantly. This is an effort to bring patrons back into the libraries. Another major reason for this drop was influenced by "heavy winter rains." Patron visits to physical locations are often sensitive to weather conditions, especially in a region with significant winter rainfall. This metric saw a "temporary drop," which can also be attributed to learners being occupied with June examinations. This is a predictable, seasonal fluctuation. Students may reduce their visits to the library to study at home or for other exam-related preparations.

Connectivity and Queries:

Online usage and Telephone queries have also declined. This decline, while seemingly sharp, is also likely a function of the shorter reporting period. A dip in queries, especially online, suggests that many research or assistance needs may have been met in the

LIBRARY SERVICES

earlier months, or that patrons are relying on other resources. The drop of online queries after a brief peak is a normal fluctuation and does not necessarily indicate a long-term trend. The statistics for connectivity usage show a strong and growing demand for these services, despite the notable fluctuations.

- **New Memberships:**

A "slight decrease" was observed, which the report directly links to a procedural barrier—the inability of some residents to provide proof of address. This is a common challenge for libraries that require formal documentation for registration.

It can disproportionately affect vulnerable populations such as new immigrants, homeless individuals, or students who may not have utility bills or formal leases in their name. This data point highlights a need for libraries to review and potentially adapt their registration policies to be more inclusive without compromising security.

Despite these declines, a positive trend emerged. Online connectivity is slowly increasing, indicating a successful pivot to digital services. This suggests that the library was able to maintain relevance by serving patrons' needs remotely, particularly with the help of "Yeboneers" who provided digital literacy and job-seeking support.

The trends from June were decisively reversed in the following two months, showing a strong return on the library's strategic efforts.

Membership and Patron Visits: Both metrics "increased" during July and continue to grow in August and September.

The report identifies the key drivers for this success:

Targeted Social Media Marketing:

By leveraging municipal social media platforms, the library effectively reached a wider audience. This strategy is crucial for modern libraries, as it allows them to showcase their value beyond traditional book-lending, promoting events, new services, and their role as a community hub.

Internet Connectivity:

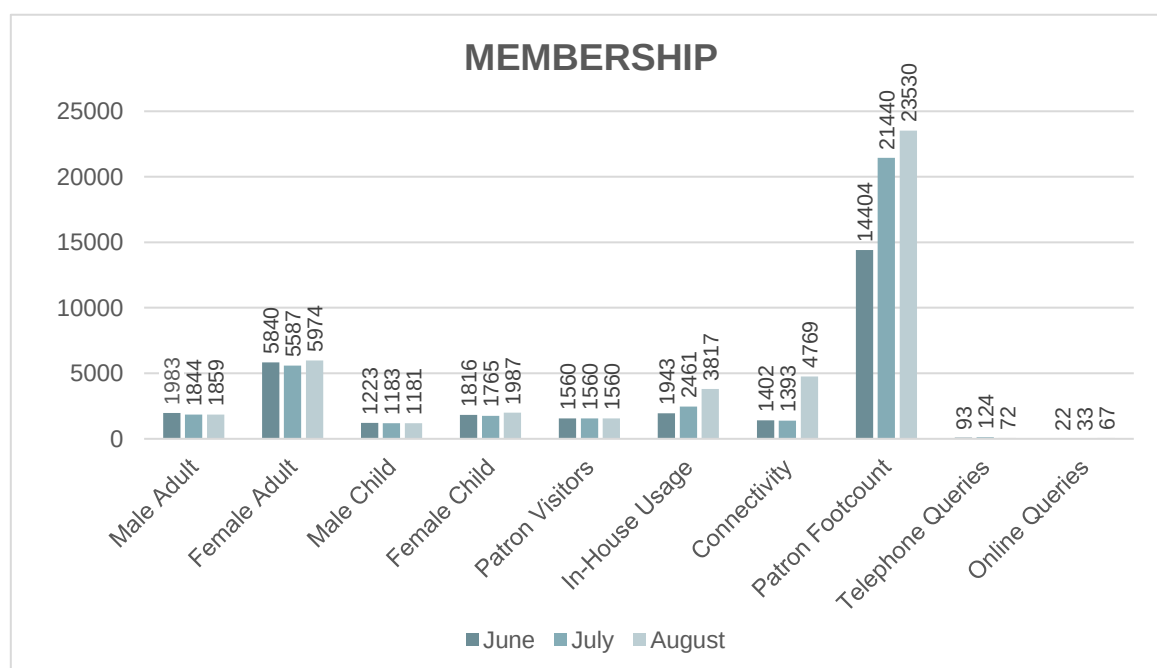
This metric saw "notable growth" in both months. The library's deliberate shift to a "support hub" for job seekers and those needing help with e-government services, CV writing, and online applications proved to be highly successful.

Expanded Community Programs:

The introduction of digital literacy classes, workshops, and holiday activities for children attracted new and returning patrons. This diversification of services increases the library's appeal to a wider range of community members, from job seekers to families.

LIBRARY SERVICES

The overall trend, despite the July anomaly, clearly points to a rising reliance on the library's connectivity services. This underscores the library's role as a vital hub for digital access and support in the community.



Visitor and Photocopying Trends

The high number of patrons in August is a notable compared to the consistent membership statistics. The statistics reported suggests a direct correlation between this increase in foot traffic and a rise in photocopying services. This implies that many patrons during this period were non-members who utilized the library for specific, transactional services rather than for traditional borrowing.

The report identifies children as a significant contributor to this service. It was noted that many children who do not have library cards visit the library to use books and make copies of pictures for projects. This explains why foot traffic and photocopying statistics rise together, as these young patrons are utilizing a specific, paid service.

Analysis of Children's Membership

An analysis of this key insight into a major barrier to children's library card enrolment is parental concerns. The primary reason parents are hesitant to get cards for their children is the fear of lost books and the subsequent financial responsibility for replacement and overdue library book fines costs. This is common problem libraries are faced with worldwide. This key factor provides a major challenge for public librarians trying to improve literacy and numeracy levels within their communities.

LIBRARY SERVICES

Overall Conclusion: Membership trends

The data from July to mid-September 2025 illustrates a dynamic and successful period for the library with library membership remaining constant. There was a noticeable drop in usage and activity metrics in the first half of September, this is largely attributable to the shortened reporting period. When adjusted proportionally, library usage appears to remain consistent with previous months. The figures do not suggest a significant slowdown in activity or a loss of interest from the patron base. The library's services, while experiencing seasonal or short-term fluctuations, are being used at a consistent rate on a per-week basis. The library should continue to monitor these metrics to confirm this trend throughout the rest of the year.

The monthly statistics from 01 June to 15 September 2025 saw initial challenges in June, caused by administrative policies and predictable seasonal fact. These were effectively addressed by a strategic and proactive shift in focus. By leveraging digital platforms for marketing, expanding its role to a community "support hub," and offering a wider range of programs, the new strategies used in marketing the library sections resources and services offered have successfully increased membership and digital engagement. The analysis confirms that the library is not only resilient but is also effectively adapting to modern community needs, securing its relevance as a vital public institution. The drop in gate count in August is a minor and understandable fluctuation that does not diminish the overall growth trajectory.

The Key Drivers of Membership Growth can be attributed to several key strategies which have directly contributed to the positive membership trends. These are:

1. Effective Use of social media:

The targeted library marketing on municipal social media platforms was a clear success. This modern approach to communication helped the library to reach potential patrons where they are most active. This is a common and effective strategy for libraries to increase their visibility and promote their services.

2. Repositioning the Library as a Community Hub:

By offering services beyond traditional book lending, the library has broadened its appeal. The focus on supporting job seekers and those needing help with e-government services, CV writing, and digital literacy, particularly for youth and

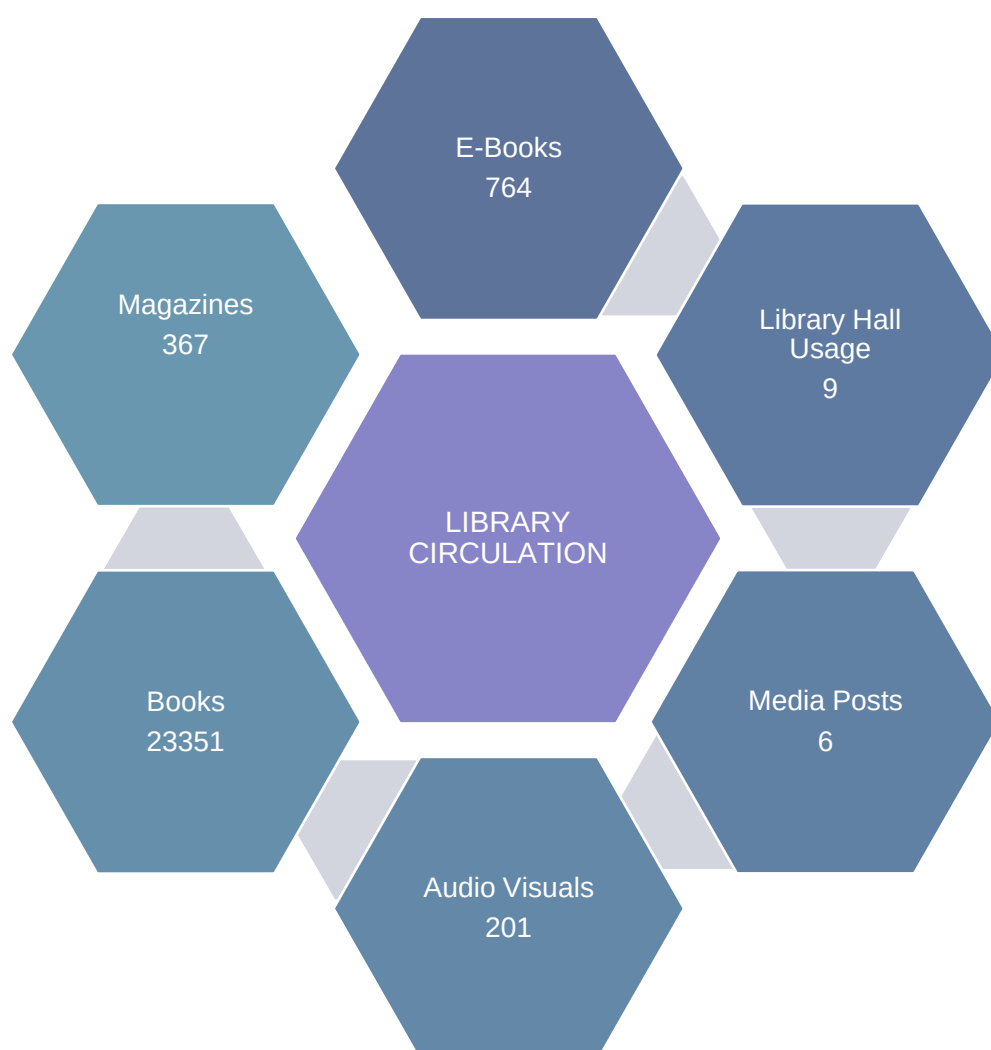
LIBRARY SERVICES

unemployed adults, has transformed the library into an essential resource. This value proposition is a strong motivator for people to join.

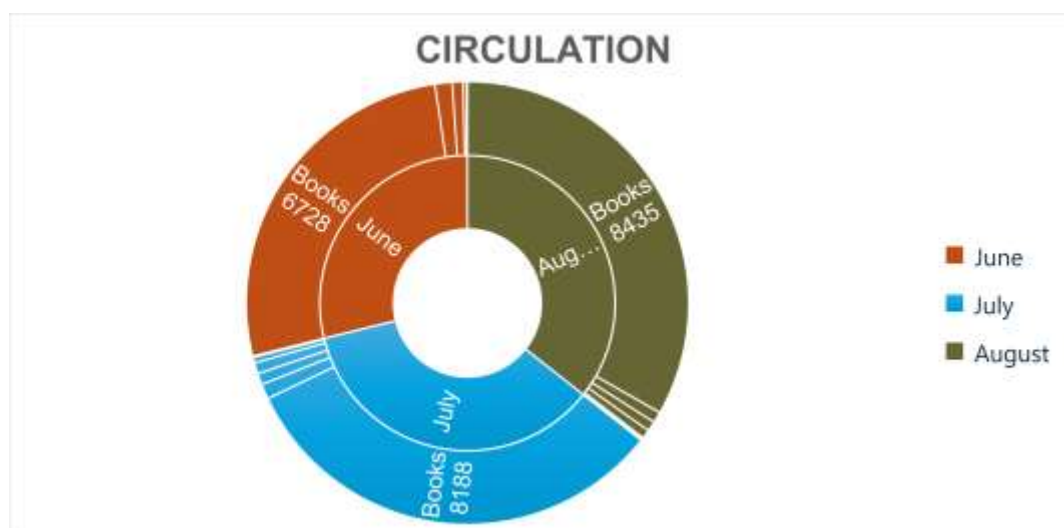
3. Strategic Partnerships:

The collaboration with the Western Cape Government and other partners, as well as programs like the "Yeboneers" youth service, has not only improved service delivery but has also likely served as a recruitment tool. These partnerships bring new individuals into the library ecosystem and provide new reasons for people to become members.

2.2 Circulation



LIBRARY SERVICES



The circulation data from the library Section reveals a significant demand for books and a moderate interest in magazines. There has been a consistent rise in the demand for e-books and audio-visual materials. To enhance engagement across all categories, the library should:

- Expand its digital offerings (e-books,) to satisfy contemporary demands.
- Promote subscriptions to digital magazine to align with current reading trends.
- Shift the focus from physical audio-visual collections and seek partnerships for digital media.

These modifications would not only address the changing needs of library patrons but also improve accessibility to a wider array of resources, thereby enhancing overall user engagement.

The increase in circulation at Ida's Valley Library is attributed to the closure of Stellenbosch library and many of the patrons moving over to Ida's Valley Library. Plein Street branch was closed for renovations.

The report also notes a disparity in library usage between adult males and females, though it's less pronounced among younger patrons.

To address this, the library plans to:

- **Focus on male activities:** Implement more projects and programs that appeal specifically to male users.
- **Achieve gender balance:** Ensure a more balanced participation rate between adult genders while maintaining the current equilibrium among junior patrons.

LIBRARY SERVICES

There has also been a slight increase in circulation in printed books, e-books, and magazines, as well as in ICT (Information and Communication Technology) usage.

- Reason for this is attributed to students preparing for pre-exams.

LIBRARY HALL USAGE

MONTH	LIBRARY	ORGANIZATION	NUMBER OF PATRONS	DETAILS OF HALL USAGE
JUNE	Kayamandi	Kayamandi Old Age Group	61	The reason of this weekly get together is to socialize, share experiences, and support one another. These gatherings help reduce loneliness, improve mental and emotional well-being, and create a sense of belonging. They also provide opportunities for learning, fun activities, and staying active, which contribute to their healthy and happy life.
	Cloeterville	Cloeterville Library Staff	30	Storytelling Session
	Groendal	Elderly Club / Score / Inceba Trust	115	Training
		Elderly Club	20	Knitting Workshop
		CWDM	16	Hairdressing Training – Awarding Ceremony
		Stellenbosch Mun -	41	Job Readiness Program
JULY	Kayamandi	Kayamandi Old Age Group	35	The reason of this weekly get together is to socialize, share experiences, and support one another. These gatherings help reduce loneliness, improve mental and emotional well-being, and create a sense of belonging. They also provide opportunities for learning, fun activities, and staying active, which contribute to their healthy and happy life.

LIBRARY SERVICES

AUGUST		Children from Kayamandi Community	60	Reason for the program is to provides a safe and structured environment for children during school holidays and to keep them away from the streets and negative influences.
	Cloetesville	Cloetesville Library Staff	60	Storytelling Session and Digital Literacy Program
	Groendal	Elderly Club	45	Meeting / Workshop: Knitting and Sewing
		Score	80	Training
	Ida's Valley	Kansa Support Group	9	In support of cancer support grp: awareness program. Craft tutoring classes also invited the community to join them for free. Adult community group. Aimed at healing adults through therapeutic exercises. Government is committed to take services closer communities.
		Happy place Craft Group	6	
		Right to care	30	
		SARS	263	
	Kayamandi	Kayamandi Old Age Group	35	The reason of this weekly get together is to socialize, share experiences, and support one another. These gatherings help reduce loneliness, improve mental and emotional well-being, and create a sense of belonging. They also provide opportunities for learning, fun activities, and staying active, which contribute to their healthy and happy life.
	Cloetesville	Cloetesville Library Staff	30	Storytelling Session
	Groendal	Safe House: Stellenbosch	16	Workshop

LIBRARY SERVICES

SEPTEMBER		Afriline/Stellenbosch Mun	7	Meeting
		Groendal Library	47	Activity / Women's Day Celebration / Senior Librarian Meeting
		Score	70	Workshop / Training
		South African Institution for Entrepreneurship	23	Training
		Safe Tech	42	Training
		MathsMom	11	Workshop
		Elderly Club	19	Workshop
		Stellenbosch Mun	18	Training
	Ida's Valley	Right to Care	21	Health Awareness Programs and Routine exercise program.
		Municipal Planning & Development Depart.	60	Entrepreneur workshop
		Ida's Valley Library	30	Community (Ward 6) Stakeholders in partnership with the library celebrating Women's Day
		Physio group	11	People with disabilities, and stroke victims
	Kayamandi	Kayamandi Old Age Group	19	The reason of this weekly get together is to socialize, share experiences, and support one another. These gatherings help reduce loneliness, improve mental and emotional well-being, and create a sense of belonging. They also provide opportunities for learning, fun activities, and staying active, which contribute to their healthy and happy life.

LIBRARY SERVICES

	Groendal	Elderly Club	15	Workshop: Sewing
		Horizon Holiday Program	27	Arts and Crafts: Workshop
		Afriline	6	Meeting
		Maths Mom / Inceba Trust	25	Workshop
		Africa International Trade Logistics	4	Meeting
		Ezrah Community Training & Development	30	Training

3. OUTREACH ACTIVITIES

MATHS LITERACY CLASSES

Franschoek Library hosted algebra classes for the Grade 3C class of Dalubuhle Primary School which aimed to help in improving math skills and developing a love of mathematics.

CAREER DAY

Franschoek Library hosted Little Shepards Creche where information was shared with the learners of different careers possible and information as to what these jobs are about.

LITERACY CLASSES

Pniel Library had a total average of 8 children attended the weekly classes held on a Tuesday and Thursday afternoon to help with their reading abilities and assist with homework and or assignments.

WOMEN'S DAY

Klapmuts Library celebrated women's day with the Klapmuts community.

Pniel Library marked Women's Month by giving a small gift to all women patrons. This simple gesture was a token of appreciation for the women in our community

In partnership with right to care, Kayamandi Library provided a screening session for the community of Kayamandi for free in the library hall, sandwiches tea and coffee was served

Groendal Library partnered with Franschoek Hospice, Groendal Clinic, and HerVoice, focusing on health advocacy, wellness, and financial education. We sincerely thank our guest speakers for their powerful and inspiring personal stories

INTERNATIONAL CAT DAY

Groendal Library celebrated International Cat Day with Sunbeam ECD and Franschoek SPCA, who gave an engaging talk on caring for and loving your pets. The youngest learners eagerly asked questions about looking after their own animals, and we ended the session with a fun cat mask colouring activity.

CODING

Groendal Pniel and Klapmuts Library Yeboneers spent a session with our young patrons, introducing them to coding in a fun way using the Tangible App and puzzle.

ARTS & CRAFTS

Klapmuts Yeboneers did a dance and crafts activity with children aged between 6-7 years

JEFFEREY HARTZENBERG – KHOIKHOI

Indigenous Language, building lands, and visual arts workshops at Klapmuts Library.

BASIC COMPUTER CLASSES

Franschoek Library hosted basic computer skills class and focusing on searching for information and compiling the information into a Word Document.

LIBRARY SERVICES

4. PROGRAMS / MARKETING EVENTS

Event	Total	Target Audience	Description
Youth Program	1	Youth	Superhero in the community by Yeboneers & Charlton.
Mandela day outreach			<p>For 67 minutes for Mandela outreach Pniel staff used their own funds to make a pot of soup and buy bread and handed it out on Mandela day to all the patrons. A total of 20+ patrons received cups of soup.</p> <p>Cloetesville Yeboneers spent quality time with the children planting beans. Each child was encouraged to return daily to water and care for their plants. This activity went beyond gardening it was an opportunity to teach responsibility, patience, and the importance of nurturing our environment.</p>
Women's Day	5	School Children	<p>Klapmuts library celebrated women's day with the Klapmuts community.</p> <p>Pniel library marked Women's Month by giving a small gift to all women patrons. This simple gesture was a token of appreciation for the women in our community</p> <p>Groendal library partnered with Franschhoek Hospice, Groendal Clinic, and HerVoice, focusing on health advocacy, wellness, and financial education. We sincerely thank our guest speakers for their powerful and inspiring personal stories</p> <p>Cloetesville Library hosted a special event to honour and celebrate seniors at Huis Ebenhaeser in the community. Seniors were warmly welcomed and, each attendee received a goodie bag.</p> <p>In partnership with right to care, Kayamandi library provided a screening session for the community of Kayamandi for free in the library hall, sandwiches tea and coffee was served</p>
Khoi-San Language Workshop	1		Indigenous Language, building lands and visual arts
World Drowning Prevention Day	3	All ages	Klapmuts Library in collaboration with Sea Rescue organized an educational session aimed at raising awareness about drowning and educating children on the significance of acquiring swimming skills

LIBRARY SERVICES

			<p>Cloeteville Library hosted a special program for the youth from the Drop-in Centres for Children. The Cloeteville Yeboneers led engaging storytelling sessions and facilitated educational games that challenged the participants to think critically.</p> <p>Franschoek library celebrated by informing the youth about the events that occurred on 16 June 1976 – reminding them of our right to education in a chosen language was hard fought for.</p>
Maths Classes	1	Grade 7 - 10	The Ida's Valley library partnered with a retired teacher to offer additional maths classes for the children residing in Ida's Valley.
Help a Girl	1	Grade 3 and 5	In partnership with Community Development, Kayamandi Library promoted the library during the Help a Girl program hosted by community development
Maths Class	1	Grade 7,8,9 &10	Mondays and Wednesdays after school. Conducted by volunteer retired teacher (Doreen Muller).
Best Reader Award	1	Patrons – Best reader	Cloeteville Library awarded the Best Reader of the Quarter in three categories: Children, Teens, and Adults.

Pniel Library

Between July and September, the library held two notable community-focused outreach events that emphasizes social solidarity and appreciation. On Mandela Day, staff members personally funded and prepared soup and bread, distributing it to over 20 patrons during the 67 minutes dedicated to Mandela outreach, demonstrating a strong commitment to community care and service. Additionally, the library celebrated Women's Day on the last Friday of August by giving small gifts to all women patrons, recognizing and honouring their contributions within the community. These programs, though modest in scale, fostered a sense of inclusiveness and gratitude, reinforcing the library's role as a supportive and socially engaged community hub.

LIBRARY SERVICES

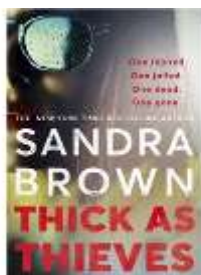
5. PARTNERSHIPS

Partner	Details
Franschhoek SPCA	Collaborated with Groendal library to celebrate and educate the children about the importance of taking care of their pets.
Right to Care (Groendal Clinic)	Collaborated with Groendal Library to celebrate Women's Day and empower women with financial education and wellness awareness.
Franschhoek Hospice	
HerVoice	
Happy place craft Group	Ida's Valley collaborated with Happy Place Craft group tutoring classes, and they invite the community to join them for free.
Stellecare	Cloeteville Library collaborated with Stellecare to train caregivers. The training session was held at Stellenbosch University
Score	The International Day of Play was success because of the assistance we received from Score Yeboneers.
Elderly Club	To raise awareness about bullying and how to prevent it. It was made possible with the support from our formed partnership with these stakeholders.
EK Drumming	
ACVV Foundation	
SA Mental Health Foundation	We partnered for Men's Mental Health event that was hosted on 03 July 2025. The aim was to create a supportive platform that promotes mental wellness among men.
Apeirogon Youth Development Academy	
Horizon E'Bosch Holiday Club	We were invited to partner with Horizon E'Bosch as part of their holiday club initiative in Groendal. Through this collaboration, the library contributed to the program by offering creative support.
Huis Ebenhaeser	The library provides an outreach service to Ebenezer Old Age Home, delivering books and reading materials for senior residents.
Western Cape Government.	Email Phishing and Smishing (SMS Phishing). Voice Phishing (Vishing). Password Management. Online Banking and Shopping Safety. Dos and Don'ts on Social Media platforms
Drop-in Centres for Children	Cloeteville Library hosted a special program for the youth from the Drop-in Centres for Children. The Cloeteville Yeboneers led engaging storytelling sessions and facilitated educational games that challenged the participants to think critically.

LIBRARY SERVICES

6. COLLECTION DEVELOPMENT

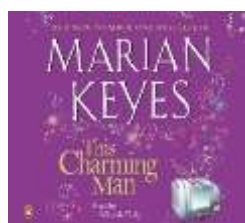
6.1 Book Reviews



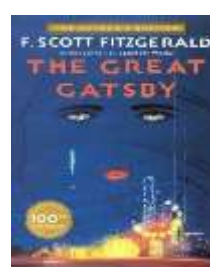
Title:
Thick as Thieves
Author:
Sandra Brown
Target group: Adult
Genre:
Fiction



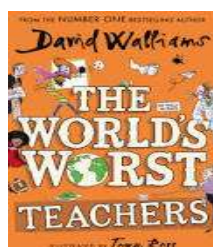
Title:
To the Lake
Author:
Yana Vagner
Target group: Adult
Genre: Fiction



Title:
This Charming Man
Author:
Marian Keyes
Target group:
Junior
Genre:
Fiction



Title:
The Great Gatsby
Author:
F. Scott Fitzgerald
Target group: Adult
Genre:
Fiction



Title: The World's
Worst Teachers
Author: David
Walliams
Target group:
Junior
Genre: Fiction



Title:
The Moment She
Left
Author:
Susan Lewis
Target group: Adult
Genre:
Non-Fiction



Title:
Rosie
Author:
Lesley Pearce
Target group: Adult
Genre:
Non-Fiction



Title:
Bear Grylls
Adventures
Author:
Bear Grylls
Target group:
Junior
Genre:
Non-Fiction

LIBRARY SERVICES



Title: Cat Kid Comic Club on Purpose
Author: Dav Pilkey
Target group: Junior
Genre: Non-Fiction



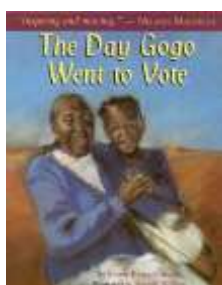
Title: I am Ndileka
Author: Ndileka Mandela
Target group: Adult
Genre: Non-Fiction



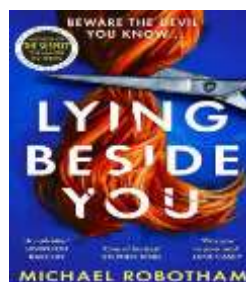
Title: A Bit Lost
Author: Chris Houghton
Target group: Junior
Genre: Fiction



Title: Hello! A counting book of Kindness
Author: Hollis Kurman
Target group: Junior
Genre: Fiction



Title: The Day Gogo Went to Vote
Author: Elinor Batezai Sisulu
Target group: Junior
Genre: Fiction



Title: Lying Beside You
Author: Michael Robotham
Target group: Adult
Genre: Fiction

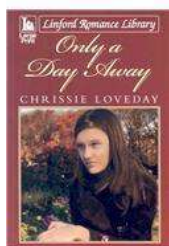


Title: This Library of Curiosities
Author: Jenny Lundquist
Target group: Junior
Genre: Fiction



Title: Fire Mountain
Author: Dana Mentik
Target group: Adult
Genre: Fiction

LIBRARY SERVICES



Title:
Only a Day Away
Author:
Chrissie Loveday
Target group: Adult
Genre:
Fiction



Title: Dreamers
Author:
Fanie Viljoen
Target group:
Junior
Genre:
Non-Fiction

6.2 Project Files and Pamphlets

Name	Total	Subject	Description
Democracy	10	History	School projects Grade: 6
English poems	35	English	School projects Grade: 6
Reading Eggs			School projects Grade: 4
Different kinds of lights			School projects Grade: 6
English Novels & Fables			School projects Grade: 9 & 4
Religions			School projects Grade: 8
Green Shoots	10	Maths	School projects Grade: 4 & 5
Utywala	20	isiXhosa	School projects Grade: 10
Xhosa Novels			School projects Grade: 9
Urhwaphilizo			School projects Grade: 11

LIBRARY SERVICES

7. ADULT DISPLAYS

Theme	Subject	Total	Description
Women's Day	History	4	<p>Klapmuts celebrated women who have made positive contributions to the history of SA</p> <p>Franschoek celebrated the contributions made by woman of all walks of life for the betterment of society as a whole.</p> <p>Pniel commemorated Women's Month in August as a tribute to the more than 20 000 women who marched to the Union Buildings on 9 August 1956 in protest the extension of Pass Laws to women.</p> <p>Kayamandi aimed to honour and celebrate the achievements, contributions, and resilience of women in history and modern society. It provides an opportunity for the community to learn about women leaders, activists, authors, and everyday heroes who have made a difference. The display also encourages reading and awareness on topics such as women's rights, gender equality, and empowerment, inspiring both young and adult readers to appreciate and support the role of women in shaping our world</p> <p>Ida's Valley Library paid tribute to more than 20 000 women who marched to the Union Buildings on 9 August 1956 protested against Pass Laws to women. The Government of South Africa declared August women's month, and 9 August is celebrated annually as Women's Day.</p>
Mental Health	Life Orientation	1	Rising awareness about the importance of Mental Health
National tell a joke Day	Life Skills	2	<p>Klapmuts displayed to kids they should tell jokes to each other</p> <p>Pniel dedicated to laughter, an invitation to share humour, and an opportunity to unwind from the stresses of daily life.</p>
Say no to women abuse	Life Orientation		Rising awareness about women abuse.
Read and Grow	English	1	Franschoek library reminded the community of the importance of reading skills to develop oneself and the key role it plays in school development for future studies.
Breastfeeding week	Life Orientation	1	Pniel library celebrated world breastfeeding week has the dual goal of improving the health of babies and promoting, protecting, and supporting the rights of women to breastfeed anywhere and at any time.

LIBRARY SERVICES

World Lion Day	Natural Science	1	Pniel library celebrated World Lion Day was conceived to create awareness of the conservation needs of lions, and to promote engagement with organizations undertaking conservation efforts for lions via fundraising events, donations and other means of support.
Whale Shark day	Natural Science	1	Pniel library celebrated International Whale Shark Day was established to raise awareness around the importance of whale sharks to marine ecosystems, and their dwindling population numbers, and to encourage efforts to conserve the species.
Cancer	Life Orientation	1	Kayamandi library aimed for this display is to educate the community about cancer, its causes, prevention, early detection, and treatment options, and to ensure that the community has access to trustworthy, up-to-date books and materials on cancer rather than relying on misinformation online.
Indigenous People	History	1	Kayamandi's display aimed to educate the public about Indigenous cultures, beliefs, and practices, promoting understanding and respect and to keep Indigenous knowledge, languages, and histories alive for future generations
International Cat Day	Social Science	1	Groendal celebrated International Cat Day. The display was set up in the library hall for the entire month.
International Traffic light day	Life Skills		Ida's Valley highlighted the importance of the traffic light. The different kinds of traffic signals have helped pedestrians, bicyclists, horseback riders, and streetcars navigate the roadways more safety
The Body/Die menslike liggaam			Kinders kan onder andere ontdek hoeveel bloed deur die hart gepomp word, hoeveel spiere gebruik word om te glimlag en hoe die neus en ore binne-in lyk. Die foto's en detail in die boeke sal enige kind se belangstelling prikkel!
Oral Hygiene Habits			Cloetesville library celebrated Tooth Fairy Day is a day to encourage young children to maintain good oral hygiene habits
World Wide Web day			Cloetesville library celebrated World Wide Web day is celebrated annually on 1 August.

LIBRARY SERVICES

8. HIGHLIGHTS OF THE MONTH

PNIEL LIBRARY

Between July and September, the library proudly hosted two impactful community outreach events that underscored social solidarity and appreciation.

Mandela Day (July): Library staff personally funded and prepared soup and bread, distributing these to over 20 patrons during the 67 minutes dedicated to Mandela outreach. This heartfelt gesture highlighted the library's deep commitment to community care and service.

Women's Day (August): On the last Friday of August, the library celebrated Women's Day by giving small gifts to all women patrons, recognizing and honouring their vital contributions to the community.

Though modest in scale, these initiatives fostered inclusiveness and gratitude, reinforcing the library's role as a welcoming, supportive, and socially engaged community hub.

CLOETESVILLE LIBRARY

June 2025

World Environment Day

Cloetesville Library hosted a storytelling session for Nora Tyres Crèche to promote a culture of reading and encourage children to become lifelong readers. The session featured stories centered around Father's Day and World Environment Day. In addition to the storytelling, the children participated in a craft activity inspired by environmental themes. These activities aimed to introduce young minds to the importance of caring for the environment in a fun and engaging way.

BEE SMART – HOW TO STAY SAFE ONLINE

The children were taught the basics of staying safe online by learning simple yet important rules. They were encouraged never to share personal information such as their full name, home address, school, or passwords with strangers online. Additionally, the importance of using strong passwords and treating others kindly in the digital space was emphasized.

LIBRARY SERVICES

Cloetesville Library Top readers

Best Reader Award: Cloetesville Library awarded the Best Reader of the Quarter in three categories: Children, Teens, and Adults. Three patrons were selected as top readers in each category. They received reading certificates and goodie bags as recognition for being the library's top readers.



HOME NEWS CAMPUS SPORT PROFILE FEATURES WOORDFEES
MAGAZINE

POSTED ON [AUGUST 28TH, 2025](#) BY
HANNAH ABRAHAMS

Cloetesville-biblioteek vereer top-lesers

Cloetesville-biblioteek het onlangs sy top-lesers vir die tydperk April tot Julie 2025 in drie kategorieë – kinders, tieners en volwassenes – aangewys. Die lesers wat gedurende dié tyd die meeste boeke uitgeleem het, het hul pryse op 7 Augustus ontvang.

Dit is volgens Unathi Mapongwana, senior bibliotekaresse by Cloetesville-biblioteek.

Ellewise Lottering (35), Marzanne Brandt (15) en Toby Davids (8) is die wenner in die onderskeie kategorieë, volgens Mapongwana.

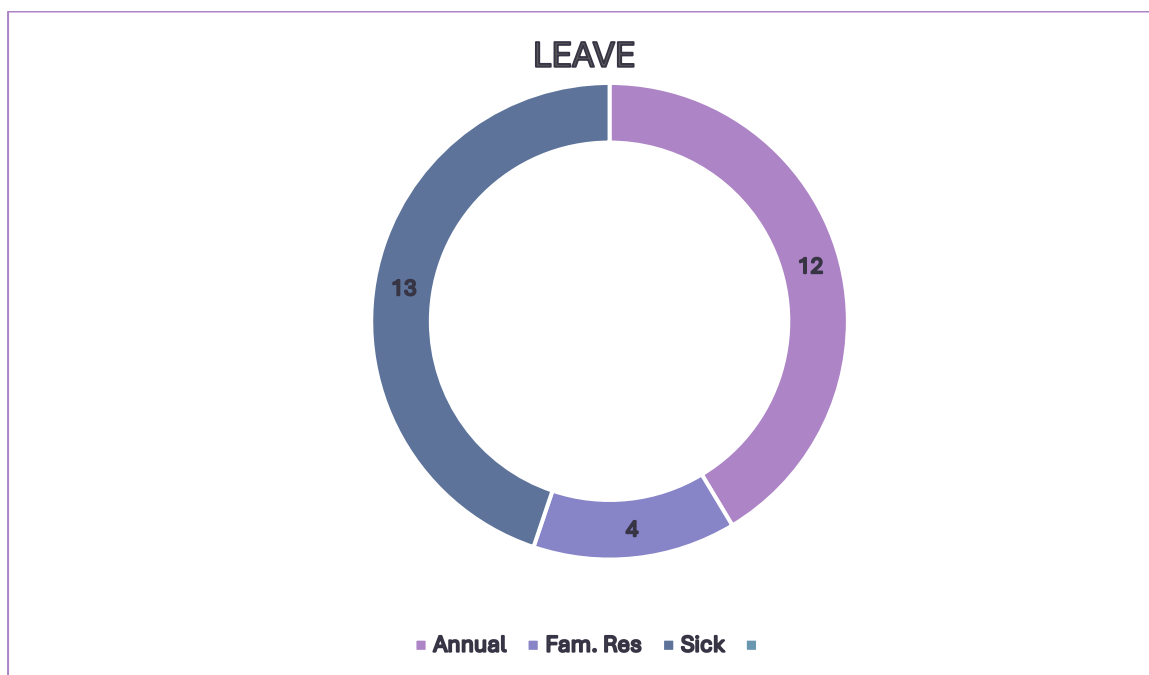
Lottering het boonop vanjaar reeds 'n totaal van 106 boeke uitgeleem, terwyl Brandt en Davids elkeen sower op 67 boeke vir die jaar staan, het sy gesê.

'Dis die eerste keer dat mense [deur die biblioteek] vir hul leeswerk [beloon] word, maar dit is iets waarmee ons sal aanhou,' het Mapongwana bygevoeg.

LIBRARY SERVICES

9. HUMAN RESOURCES

9.1 Leave



9.2 Resignations

None

9.3 New Appointments

None

10. CURRENT PROJECTS

10.1 Jamestown Library

Jamestown library is ready for re-opening to the public on 1st October 2025.09.18 All library stock is currently being moved back to the library. The security alarm system has been installed. Currently awaiting Rural Connectivity connection to be completed by DCAS.

10.2 Stellenbosch Library

Completion date on the upgrade of Stellenbosch Library is currently delayed due to the delay in the manufacture of the Lift. The estimated delivery and installation of the lift is set for end of January.

10.3 Ida's Valley Library

The heavy winter rains have impacted on the completion of the sensory garden at Ida's Valley Library. The department is currently procuring the accessories and plants for the garden. Property Management is assisting with the FQ for channelling of overflowing water away from the Garden.

AGENDA**SPORTS, YOUTH AND CULTURE
COMMITTEE MEETING****2025-10-02**

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