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14 March 2023

**Honourable Councillors: Chairperson of BTO & Corporate Services Portfolio
Committee His Worship the Mayor**

NOTICE

Cllr LN Zulu
Cllr SN Ndlovu
Cllr ME Hlatshwayo
Cllr MTD Makhoba
Cllr MJ Dladla
Cllr PS Mgcina
Cllr AT Nkosi
Cllr TN Dlamini
Cllr SB Buthelezi
Cllr JS Thusi
Cllr EJC Cronje
Inkosi PSS Khumalo

Officials:

CFO
Deputy Director: Finance
Deputy Director: Finance

Procurement Manager
Payroll Officer
Accountant: Expenditure
Accountant: Revenue
Assistant CFO

DCS

**Deputy Director: Corporate Services (A,
G, IGR & PM)**
Manager: Records Management
Manager: Property Management
Manager: Human Resource Management
Manager: Admin, Governance & IGR
Admin Officer Committees

PORTFOLIO STANDING COMMITTEE MEETING- BTO & CORPORATE SERVICES

Notice is hereby given that the **Virtual Budget & Treasury Office (BTO)** and **Corporate Services Portfolio Committee Meeting No. BTO&CORP/08/2022-2023** will be held on **THURSDAY 23 MARCH 2023 at 10:00 IN THE MS PLATFORM.**

Yours sincerely

PRINCE CLLR MN ZULU

14.03.2023.

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**BTO & CORPORATE SERVICES PORTFOLIO COMMITTEE CHAIRPERSON
AGENDA**

- 1. NOTICE CONVENING THE MEETING**
- 2. OPENING OF THE MEETING**
- 3. APPLICATION FOR LEAVE OF ABSENCE**
- 4. OFFICIAL NOTICES**
- 5. STATEMENTS AND COMMUNICATION BY THE CHAIRPERSON**
- 6. APPROVAL OF THE AGENDA**
- 7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**
 - 7.1 Minutes of the previous meeting dated **16 January 2023**
 - 7.2 Matters arising from previous minutes
 - 7.3 Minutes of the previous special meeting dated **19 January 2023**
 - 7.4 Matters arising from previous minutes
- 8. MATTERS SUBMITTED FOR CONSIDERATION AND INFORMATION**

SECTION 1-BUDGET & TREASURY OFFICE ITEMS

- 8.1 SCM Report
- 8.2 Compliance Report
- 8.3 Section 114 Report
- 8.4 S71 Report
- 8.5 Monthly Reconciliation Report
- 8.6 Cash Analysis Report
- 8.7 MSCOA Report
- 8.8 Update on Revenue Module
- 8.9 Draft Budget MTREF 2023/2024
- 8.10 Response for Early Warning Letter

SECTION 2-CORPORATE SERVICES ITEMS

- 8.11 Admin, Governance and IGR Section Report for February 2023
- 8.12 General Support Services/Records Management Section Report for February 2023
- 8.13 Property Management Section Report for February 2023
- 8.14 Human Resources Management Section Report for February 2023
- 8.15 Functionality of Local Labour Forum (LLF) Report for February 2023

- 9. DATE OF NEXT MEETING: 12 APRIL 2023**



10. CLOSURE

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