**MONTHLY REPORT: SUB-SECTION COMMUNICATION:**

(P HORNE)

**PURPOSE:**

To give feedback on the activities October 2024.

**Activities:**

**Tenders advertised on the Website and Notice boards:**

CED 13 - 16 / 2024 – 2025

CED 20 & 21 / 2024 - 2025

**Formal Quotations advertised on the Website and Noticeboards: Request for formal written quotations:**

Q 42 – 59 / 2024 – 2025

RFQ 239 – 61 /2024 – 2025

TENDER WTE – 0251, 0255 & 0236

**FORMAL QUOTATIONS AWARDED – 25 - 41/2024 – 2025 , 49 – 55 /2024 - 2025**

**Notices and Reports advertised / uploaded on the Website / Facebook and Notice boards:**

* Finance Monthly Report for October 2024
* Finance External Loans for October 2024
* Standby per week
* NOTICE: 215/2024 -Proposed adoption of a by–law on liquor trading days and hours for the Cederberg Municipality
* NOTICE: 214/2024 **-** Proposed adoption of a by–law on events for the Cederberg Municipality
* NOTICE: 216/2024 -Proposed adoption of a by–law on traffic for the Cederberg Municipality
* Council Resolution 9.1.6 /31 – 01 – 2024 – Events Policy and Events By laws
* Council Resolution 9.1.5 / 14 – 12 – 2024 - Liqour Trading
* By Laws: Events, Traffic and Liqour (2017 – 2024)
* Performance Agreement Report of the CFO 10 October – 30 June 2025

**General activities:**

* Handling of Complaints via Email, WhatsApp; Telephone and Verbal (CRM)
* Sending information via Whatsapp
* Daily uploading of information on the Website and Facebook as received from the departments
* Report to Municipal Manager regarding the Collaborator complaints of October 2024

**RECOMMENDATION:**

That the monthly report for October 2024 be noted.