

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

2019-2020

ANNUAL REPORT

FOR

CERES TOGRYERS MUSEUM

PART 1 : GENERAL INFORMATION

1.1 INTRODUCTION:

The 2019/20 Annual Report is hereby submitted by die Board of Trustees to the Western Cape Minister of Cultural Affairs and Sport in terms of section 21(1) of the Museum Ordinance, 1975 (Ordinance 8 of 1975).

Sarel Brown

S Brown (Chairperson)

2020-07-15

1.2 OVERVIEW:

5 General Board meetings and one Special Meeting have been held during the period under review. The museum has also been part of the Extended Public Works programme and 4 EPWP beneficiaries are part of the programme at the museum.

The museum has been engaged in several public programmes and commemorative days like Human Rights Day, Women's Day and 16 Days of Activism, International Museum day, Heritage Day and Mandela Day.

Museum formed a partnership with the community project BABY LOVE. Baby love provides new born babies in the Witzenberg area with a starter kit, consisting of much needed basic necessities. Some of the babies born here go home with as little as a diaper. The Togyers Museum is a drop off point for any donations and involved in the distribution of the products..

Curriculum based Educational programmes was presented at the museum. This is a service that the museum provides to the schools. Total of learners visited the museum during the time under review.

The mission of the museum is to preserve and promote Ceres' historical and cultural heritage through collecting, conserving, documenting, research and displaying natural and cultural objects related to the history of the greater Ceres area. The museum has fulfilled its duty by the public programmes, educational programmes and events it presented during this year.

Special security measures have been put in place by installing one additional security cameras.

The financial statements for the period 2018 and 2019 has been audited. Monthly and quarterly reports had been sent to Museum Services on a regular basis.

Several temporary exhibitions were exhibited during this year.

The Friends of the Museum organization had several functions during the year and is actively involved through functions and fieldtrips

Earthquake commemoration took place on 28 /29 September. Two main activities took place and a memorial has been revealed during a public event in Ceres. Various marketing initiatives took place during the built up to the commemoration. The museum featured in two separate Television broadcasts. We are thankful to Witzenberg Municipality that made the land available for the erection of the earthquake memorial.

The museum engaged in several projects and will be discussed in detail further in the report.

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B Laubscher
Museum manager

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togryersmuseum@gmail.com
www.ceresmuseum.co.za

1.3 FOUNDATION AND LEGISLATIVE MANDATE

1.3.1 Origin and establishment

The Ceres Togryers museum was started during the 1970's by members of the community of Ceres that was interested in preserving the heritage of their town. It was proclaimed a local museum on 7 November 1978.

1.3.2 Proclamation and applicable legislation

The Ceres Togryers Museum was established as a Province-aided museum with effect from 1 April 1987 in terms of Notice 74 published in the Provincial Gazette No 74 dated 10 September 1986.

1.4 GOVERNANCE AND MANAGEMENT

1.4.1 The Board of Trustees

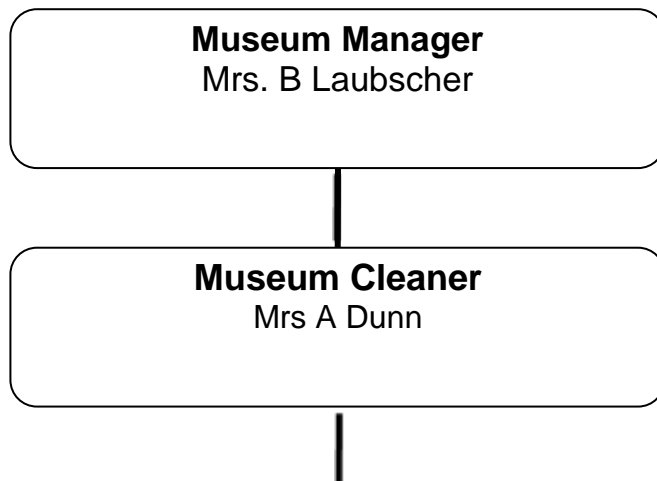
THE BOARD OF TRUSTEES OF THE CERES TOGRYERS MUSEUM				
NAME	CAPACITY	REPRESENTING	TERM BEGAN	TERM ENDED
Mr S Brown	CHAIRPERSON (elected)	Premier's Representative	31 July 2018	31 July 2020
Mrs S Wagener		Premier's Representative	31 July 2018	31 July 202
Miss L Lund	Vice chair	Additional Premier's Representative	31 July 2018	31 July 2020

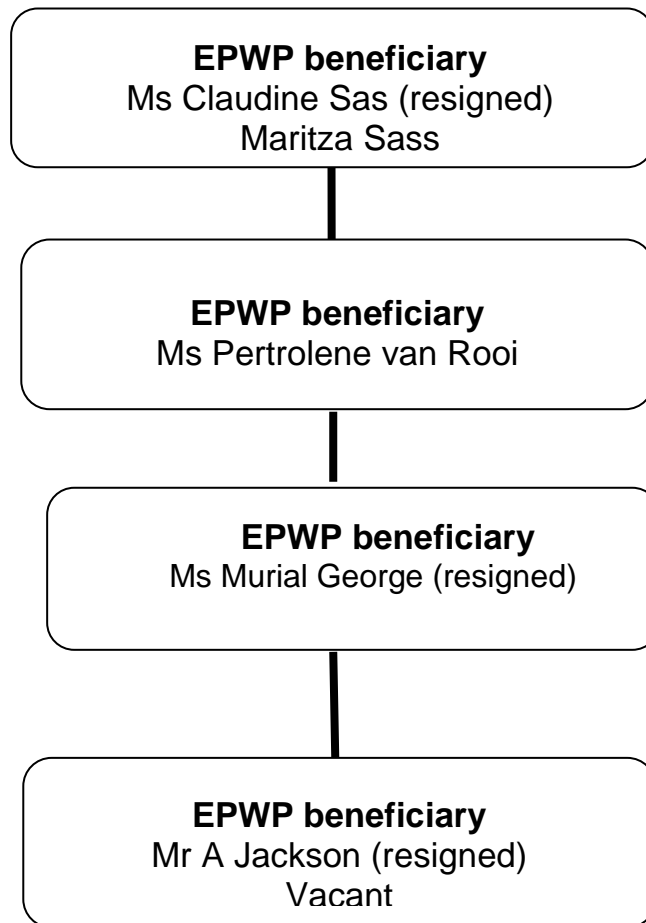
Mr H Smit		Municipal representative for the year	1 July 2013	May 2019
Mr M de Villiers		Friends of the museum representative	June 2018	June 2019
Mr G Fredericks		District Municipal representative for the year	1 August 2016	May 2019

1.4.2 Meetings of the Board of Trustees:

NAME	REPRESENTING	16/5/2019	31/7/19 Special meeting	3/9/2019	12/11/19	05/12/19	3/03/20
S Brown	Premier Representative	N	Y	Y	Y	Y	Y
S Wagener	Premier Representative	Y	Y	Y	Y	Y	Y
L Lund	Additional Premier Representative	N	N	Y	N	Y	Y
M de Villiers	Friends of the museum Representative	Y	Y	Y	Y	Y	Y
H Smit	Municipal Representative (local)	N	Y	Y	N	Y	Y
G Fredericks	Municipal representative (district)	Y	Y	Y	Y	Y	Y

1.4.3 Management team





1.5 VISION, MISSION, THEME AND KEY OBJECTIVES OF THE MUSEUM

1.5.1 Vision

To be accessible to the whole community and to depict the natural and cultural heritage of the Ceres area. In addition, to maintain the museum's reputation as an institution of cultural significance and to deliver service excellence always.

1.5.2 Mission

To preserve and promote Ceres' historical and cultural heritage through collecting, conserving, documenting, research and displaying natural and cultural objects related to the history of the greater Ceres area.

1.5.3 Theme

The name "Togryers Museum" or Transport Riders' Museum originated from the huge influence that the transport riders had on the development of Ceres. The completion of Mitchell's Pass in 1848 made the town accessible to wagons, and one of the main routes to the diamond fields went through Ceres.

The visitor to the museum can learn more about the natural history of the area, the first inhabitants and their lifestyle, as well as the establishment of Ceres. Other exhibits include photographs, interviews and articles of the destructive earthquake of 1969, a collection of wagons, the 1838 Meteorite fall, and many more displays.

1.5.4 Key objectives

Strategic objectives

- Objective 1: To manage the museum efficiently
- Objective 2: To exhibit the history of the community in the Ceres area
- Objective 3: To market the museum through a website, brochures and communication
- Objective 5: To collect and conserve the collections
- Objective 6: To promote social cohesion through public and outreach programmes
- Objective 7: Implementing and develop education programmes

PART 2 : PERFORMANCE REPORT

2.1 APPROVED BUDGET: INCOME AND EXPENDITURE

The budget for the year under review was approved on a Board Meeting held on 26 March 2019.

The overall budget for the year under review that was approved by die Board was **R 449 292**

The total Income for the year under review was **R 454 282**

The total Expenditure for the year was **R 510 013**

2.2 REVENUE

- Subsidies/grant-in-aid received from the Department of Cultural Affairs and Sport: **R 342 425**
- Entrance fees: **R 4482**
- Rental income of museum facilities and premises owned by the Board: **R 20750**
- Sales of Goods: **R2309**
- Interest: **R 5067**

2.2.1 Subsidies/Grants-in-aid from government bodies

Annual Subsidy from the DCAS in the amount of **.R 176 403**

Subsidy for EPWP: **R136 022**

Additional funding from DCAS: **R 30 000** for new staircase.

2.2.2 Grants in aid from bodies other than the three spheres of government

Municipality: **R32 514**

2.2.3 Sponsorships: NONE

2.2.4 Admission fees

Admission for adults is R10.00 pp
Admission for children is R 2.00c per child
Local school groups visit for free
Local visitors visit for free

2.2.5 Rental income

The museum rent out its conference room for meetings and workshops

2.2.6 Sales

The museum sells books, post cards, boerseep and other goods for additional income.

2.2.7 Other revenue generating initiatives

None

2.2.8 Assistance and contributions in kind

No contributions were received

2.3 EXPENDITURE

2.3.1 Temporary staff expenditure of Board (where applicable)

No appointments have been made.

2.3.1.1 Contract workers (EPWP):

- Salary and IUF: R 111 069
- Other: R 2 329

2.3.2 Goods and Services:

- R 38 773

2.3.3 Capital expenditure

R 0

2.4 PROCUREMENT POLICY

The Manager and the Board of Trustees must together authorize any expenditure on furniture and equipment, after a real and immediate need has been identified only and subject to the necessary funds being available for the proposed purchase.

Should an item of equipment be required urgently, it may be purchased after consultation with an agreement by, the Executive committee of the Board of Trustees. At the next Board Meeting expenditure on the specified item **must be ratified** by the Board of Trustees.

All purchased items like equipment, furniture, crockery, kitchen utensils, curtains should be on the inventory list.

The museum will support local products

Procurements for smaller and regular items: < / less than R 3000

- For all these procurements < / less than R 3 000 **one quotation** (in writing) must be obtained.
- These purchases must be done locally or at the nearest/closest towns.

Procurements and provision of service: more > / than R 3000, but less than R 10 001

- For all procurements > / more than R 3 000 but less than R 10 001, **two quotations (in writing)** must be obtained, and if not possible a written motivation for deviation must be submitted / attached to the payment vouchers / documents, which must be signed by the Museum Manager or the Chairperson of the Board of Trustees, or his delegate
- Local providers must be used as far as possible.

Procurements and provision of services: for > / more than R 10 000 but less than R 100 001

- For all procurements > / more than R 8 000-00 but less than R 100 001. **three quotations (in writing)** must be obtained, and if not possible a written motivation for deviation must be submitted / attached to the payment vouchers / documents, which must be signed by the Museum Manager or the Chairperson of the Board of Trustees, or his delegate.
If it is not possible to obtain at least three quotations, the reasons must be recorded for audit purposes.

As a small museum, The Ceres Togyers Museum rarely has jobs sufficiently large enough to require a tendering process. Should this ever occur, the regulations of the Department of Cultural Affairs and Sport regarding the tendering process must be applied.

2.5 REALISING THE VISION, MISSION AND OBJECTVES OF THE MUSEUM AND SUPPORTING THE KEY THEME (INCLUDING KEY ACTIVITIES AND ACHIEVEMENTS OF THE MUSEUM)

Objective 1: To manage the museum efficiently

The following training and workshops were attended by die museum personnel to equip them to fulfill their duties more sufficiently:

Miss Sas and George received training in the “Doen en Leer “ reading programme from the ATKV.

Miss Sas attended a 2 day accredited Secretary course by Anida Training (30/31 May 2019)

Manager arranged In-House Training for EPWP beneficiaries of Region on the correct handling of objects. 30 participants attended the training

Manager engaged in a two day strategic brainstorming session with personnel for 2020.

Miss Van Rooi attended an local training session on the taking of Photographs

Safety and Security assessment by DCAS

Museum staff or board members attendance on meetings

- Board meetings: 5
- Regional Meetings: 4
- Old Mostershoek Pass walking trail 2
- Friends of the museum meetings:3
- Friends AGM 1
- Meeting on 50th commemoration of earthquake: 13
- Personnel meetings:4 (quarterly)
- Mentoring and Induction programme meeting: 1
- AKTV: 2
- CBI meeting: 1
- Tourism AGM: 1
- Social Cohesion: 1

Total of meetings: 38

- Objective 2: To exhibit the history of the whole community in the Witzenberg area
 - The amount of ten (10) exhibitions of the month have been presented during the year.
 - The Museum has started with the outline of the new upgrade of the Natural History exhibition room.
- Objective 3: To market the museum through a website, brochures and communication
 - Regular updates on Facebook and the museum website have been done on activities at the museum throughout the year.
 - Museum has a Wikipedia Page
 - Several news articles appeared in the local newspaper on programmes and activities that took place.
 - The manager was involved in the Cultural activities for the Arts and Culture Festival.
 - The Ceres van Gister en Eergister FB Page on the history of Ceres is performing well and has 3557 followers. This platform encourage people of Ceres to share their memories and to create awareness of the older Ceres.
 - The Museum has a YouTube channel and share history in video format to the channel.
 - A new dvd on the history of the earthquake and the memories of local inhabitants has been produced and feature currently on the Museum's YouTube Channel.
 - The museum and Ceres received media exposure due to the 50th commemoration of the Eartquake:

- Interview by Danie Hefers from FOCUS SABC 2 for a programme on the earthquake.
- Articles appeared in the following newspapers
 - Cape Argus
 - Rapport
 - Burger
 - The Herald
 - ASUM Interschool sport publication
- Interview was done with Manager on ONTBYT SAKE Channel 144 KYKNET on the impact of the Earthquake.

Visitors to the museum:

Ordinary Visitors: 842

Users of Museum facility: 2494

Educational Programmes: 316

Research facility: 75

Special Events: 654

Outreach: 576

Community groups (people): 97

TOTAL: 5 054

- Objective 5: To collect and conserve the collections

The museum inventory list is still in progress as part of the Audit Process of the museum and the implementing of GRAP 103. The amount of 2210 objects are listed on the inventory list. Some problem cases have been identified. 15 objects have been accessioned during the year. Total number of objects being digitized for the year are 464. The number of new accessioned objects are 44.

Adequate preventative conservation procedures applied daily

Housekeeping plan is in place and is used by Mrs A Dunn.

Skills transfer session was held between Miss P v Rooi and Miss R Smart, collection manager of Museum Services.

Museum started with a new digital archive for the Museum's photo collection

Marked the clothing boxes with labels

Put up new display in the Main exhibition hall

Manager compiled a new House keeping plan for the cleaner, a Pest Management Plan for maintenance EPWP beneficiary, Handling of artifacts plan and photography plan for the Audit and Digitization EPWP beneficiary.

After consultation with the manager it was decided that the additional responsibility of taking care of the museum collection was added to the job description of the Maintenance posts.

New system for storing and sorting documents and photos was implemented in museum archive.

- Objective 6: To promote social cohesion through public and outreach programmes

The museum hosted the following special programmes:

1. International Museum day was celebrated on 18 May through a event where Diana Ferrus, well known writer and activist for Sarah Baartman presented a talk on her involvement in bringing the remains of Sarah Baartman home for her re-burial.
2. Mandela Day was celebrated on the 28th of July. The Museum personnel assisted the BABY Love project volunteers by making flags for the maternity ward in the Provincial Hospital. Afterwards the Museum assisted in putting up the strings of flags at the hospital.
3. Women's Day event was hosted on 8 August
4. 50th commemoration of the earthquake took place on Saturday, 28 September and Sunday, 29 Sept. Unveiling of the earthquake memorial, handing over of medals to veteran soldiers who worked in the earthquake stricken area, storytelling afternoon with locals that shared their experiences during the earthquake. Thanksgiving service by Prof Daniel Louw and Michael Lindt as guest artist. Special Keyrings for the commemoration have been made and will be distributed as gifts but also sold at the museum.

Minister Ivan Meyer, Witzenberg Mayor Banito Klaasen, deputy Mayor from the Cape Winelands District Municipality and other municipal officials and Mr Michael Janse van Rensburg from Museum Services attended the events.

5. The museum was responsible to arrange activities for the Cultural Tent at the Arts and Culture Festival in PA Hamlet on 26 October 2019. Local poets and singers presented their own production.
6. Worcester Museum made stokbread and various demonstrations took place at their stall. Tulbagh had the opportunity to read extracts from their new Earthquake book.
7. The Board made the museum available for the new Christmas Market that needed a new venue.
8. The museum in partnership with the BABY Love joint other partners at the Provincial Hospital for World Prematurity Day 15 November. Gifts was given by the museum to the mothers of premature babies during a morning tea function.
9. Project16 November- Launch of a debut poetry book by a local resident, Mr Neville Pedro. Mr Neville is part of a group of upcoming poets who the museum support.
10. 18 February: Reading Workshop presented to volunteers, teachers by Friends of Afrikaans. 48 people attended this workshop. A follow-up meeting has been arranged.

- Objective 7: Implementing and develop education programmes
The museum presented curriculum bases programmes that was attended by learners.
- Newly developed educational programme on the Khoekhoen and San was presented to Gr,11 learners from Bella Vista High School. (14)
- Gr 9,10,11 Ceres Secondary high school, Khoi/San programme (17 learners)
- Gr 4 learners (18) from the Cold Bokkeveld Primary School visited the museum for an educational programme
- 4 Learners with disabilities visited the museum for a programme
- 24 Learners with disabilities visited the museum for a programme
- 15 learners from Mooi Uitsig Primary school visited the museum for local history programme
- 9 Learners with disabilities visited the museum for Reading programme
- Learners from, Nooitgedagt aftercare visited the museum (30 learners)
- Learners from Morrisdale Primary School and Nduli Primary School visited the museum for the local history educational programme. Total of 148 learners attended programme.
- 37 Learners from Nduli Primary School visited the museum for the local history educational programme

A Total of 316 learners visited the museum for educational Programmes

Outreach educational programmes

- Museum outreach took place at Bella Vista Secondary school by invitation by one of the Gr 9 teachers to present a storytelling morning on the theme of the Earthquake of 1969. 240 Gr 9 learners participated in this event.
- Earthquake Roadshow outreach at Gericke Primary School. 80 learners attended the roadshow.
- Earthquake outreach Roadshow at Boy Muller Farm school 80 Gr 8and 9 learners attended the outreach.
- Earthquake Roadshow outreach at the Voortrekkers Hall. 120 learners attended the roadshow.
- Earthquake outreach Roadshow at Tennis Tournament at Charlie Hofmeyr school. 30 learners attended
- Outreach to FD Conradie Primary School Gr 5 class (26 learners): Khoi and San
- The Museum was invited to screen the new Earthquake video at a tennis tournament on 11 October

Total of 576 learners attended outreach events of museum

The following information was given out to learners and individuals:

Heritage
Rock art in the area
The Earthquake of 1969
History of the Town
Wagons
Apartheid history
Historic photos of Ceres
Toll House
National Symbols
Fairfield Farm
Forgotten Highway
Historic Routes
Houdenbek Slave Uprise
Michell's Pass

The mission of the museum is to preserve and promote Ceres' historical and cultural heritage through collecting, conserving, documenting, research and displaying natural and cultural objects related to the history of the greater Ceres area. The museum has fulfilled its duty by the public programmes, educational programmes and events it presented during this time under review.

2.6 FRIENDS OF THE MUSEUM / ASSOCIATION OR SUBSCRIBERS

The following functions were held during this time of review:

- The Friends of the museum AJM took place 6 June
- Friends of the museum welcomed the Tankwa Camino Hikers at the museum where lunch was served.- 80
- Informal excursion to the Old Powerstation and Provincial Hospital
- Friends of the Museum visited to Oudekerk Volksmuseum – 14 September as part of the earthquake 50th commemoration
- Friends of the Museum had a excursion to the Old Hamlet Station
- Partnership was formed with the ATKV and Friends of the Museum with regards to future projects.
- Friends started a Newsletter to keep in contact with Friends of the Museum.
- Some excursions had to be cancelled due to the World Pandemic and Lockdown.

2.7 COOPERATION WITH OTHER GOVERNMENT, BUSINESS AND COMMUNITY STRUCTURES DURING THE YEAR TO ADVANCE OR SUPPORT COMMUNITY INITIATIVES

Partnerships are very important for the continuing of services to the community and therefore it's of great importance that the museum continues forging new partnerships.

The museum has a very good working relationship with the Local Municipality.

The local municipality supports the museum in giving it an annual donation and doing some maintenance work inside the museum.

The museum is also in partnership with the department of Social Development where they present special programmes at the museum and they also make use of the conference facility on a regular basis.

Other partners are the local tourism bureau, local newspaper, Service Centers, schools, Voortrekker organization, Cape Archives. South African Museum Association, Ceres Business Initiative (CBI).

Museum assisted a Heritage architect on the history of Gericke Primary school for an application to upgrade the current school buildings.

Funding application to Museum Services were successful. The amount of R30 000.00 was approved for the replacement of the spiral staircase to the Mandela Reading Room. The project will commence in the new year.

2.8 RECOMMENDATIONS AND COMMENTS OF THE AUDITOR-GENERAL ON REPORT OF THE PREVIOUS FINANCIAL YEAR/S (WHERE APPLICABLE)

The museum's financial statements for 2018/19 was audited during July 2019. The following points have been raised in the Audit report. Heritage Assets and Donations. The qualified opinion on Donations is a standard qualification on all entities receiving donations. Although all donations were received electronically the finding was still issued. The point on Heritage Assets has been discussed with the AG as well as the Department. Untill a resolution is find in the interpretation of GRAP 103 it will stay as a qualified point on the AG report for time to come.

PART 3: HUMAN RESOURCE MANAGEMENT

3.1 OVERVIEW

Number of permanent DCAS employees: 2

- Mrs B Laubscher – Manager
- Mrs A Dunn - Cleaner Level 2
- Ms C Sas - EPWP beneficiary – Heritage Tourism (Has taken up a permanent position at the local Tourism Office.)

- Ms P van Rooi – EPWP beneficiary – Audit and Digitization appointed on 3 June. Still in Service

- Ms Murial George – EPWP beneficiary – Audit and Digitization (resigned)
- Mr A Jackson -EPWP beneficiary – Maintenance (resigned 31 January 2020)
- Mnr C Arendse appointed on 1 October after miss Sass has resigned and resigned from his EPWP position on 30 October.
- Maritza Sass appointed on 9 December 2019 as Museum assistant. Still in service

3.1.2 Employment equity

	MEN					WOMEN					TOTAL
	African	Coloured	Indian	White	Foreign	African	Coloured	Indian	White	Foreign	
Permanent									x		1
							x				1
Contract							x				1
Contract							x				1
Contract											
Contract		x									1
TOTAL											5

3.1.3 Staff composition by occupational categories

	MEN					WOMEN					TOTAL
	African	Coloured	Indian	White	Foreign	African	Coloured	Indian	White	Foreign	
Managerial									x		1
Human Scientist											
Natural Scientist											
Technical staff											
Support/ administrative		x					X x x (cleaner)				4
Permanent							X		x		2
Temporary		x					X x				3
TOTAL											5

3.1.4 Employment changes

NONE

3.1.5 Evaluation or assessment

Regular staff meetings took place between Mrs. Laubscher and the rest of the personnel. Before each review evaluation of the work done during the quarter has been discussed.

3.1.6 Skills development and Training of staff members

The following training and workshops were attended by die museum personnel to equip them to fulfill their duties more sufficiently:

Miss Sas and George received training in the “Doen en Leer “ reading programme from the ATKV.

Miss Sas attended a 2 day accredited Secretary course by Anida Training (30/31 May 2019)

Manager arranged In-House Training for EPWP beneficiaries of Region on the correct handling of objects. 30 participants attended the training

Manager engaged in a two day strategic brainstorming session with personnel for 2020.

Miss Van Roooi attended an local training session on the taking of Photographs

3.1.7 Labour relations

Not applicable

3.2 STAFF EXPENDITURE

3.2.1 Salaries and allowances

Other staff costs

Mrs Laubscher:

- Travel & Subsistence :R1 551

Personnel

- Weekend work and bonuses: R 2 600.00

3.3 ADDITIONAL HUMAN RESOURCES

Due to the appointment of the EPWP contract worker no additional personnel was needed.

PART 4: ANNUAL FINANCIAL STATEMENTS

4.1 MANAGEMENT REPORT OF THE HEAD OF MUSEUM

4.2 REPORT/S OF THE AUDITOR GENERAL OF PREVIOUS YEAR/S

4.3 NOTES TO THE ANNUAL FINANCIAL STATEMENTS

4.4 DISCLOSURES NOTES TO THE ANNUAL FINANCIAL STATEMENTS

ANNEXURES

Annexure A – Management report from Head of Museum

ANNEXURE A

4.1 MANAGEMENT REPORT OF THE HEAD OF MUSEUM

I would like to express my sincere gratitude towards all the partners that supported the museum financially during the 2019/20 year. The Witzenberg Municipality and the Department of Cultural Affairs and Sport were generous in their financial contributions towards this Institution. Without this funding, we would not have been able to conduct any activities and fulfill its duty towards the community of the Witzenberg and the visitor to the museum.

The mission of the museum is to preserve and promote Ceres' historical and cultural heritage through collecting, conserving, documenting, research and displaying natural and cultural objects related to the history of the greater Ceres area. The museum has fulfilled its duty by the various public programmes, educational programmes and events that were presented during this year.

The highlight of this year was the 50th commemoration of the Earthquake. Over the weekend of the 28/29 of September two main events took place with the unveiling of a memorial in the middle of town and the thanksgiving service the Sunday. The greater community was involved in both events. The museum also got a lot of exposure through Television interviews and newspaper articles. Various earthquake outreach programmes took place in and around Ceres and was conducted by Mr A van Biljon.

Lastly I want to thank all the museum personnel for their hard work and efforts to help me reaching deadlines and presenting programmes. Many thanks to my Board of Trustees and Mr. Brown, the Chairperson, that have been very supportive of me and tirelessly attended the meetings.

The year ended of with South Africa going in lock down due to a worldwide Corona Pandemic. We are not sure what the impact will be on the museum but we will make the best effort to remain visible on social media.

B Laubscher
Museum manager
July 2020