Waiuku Business & Development Association

2 Queen Street, Waiuku 2123
office@waiukutown.co.nz

www.waiukutown.co.nz

Annual General Meeting

Agenda

For Waiuku Business & Development Association held at

Waiuku Cosmopolitan Club, 4 Victoria Ave, Waiuku on
21st October 2026, 6pm

Please note that the meeting will start promptly at 6.00pm.

1. Present

2. Apologies

Move: Second: **CARRIED:**

3. Minutes

The Minutes of the previous AGM held 23rd October 2025, 6pm to be confirmed as a true and correct record of the business transacted.

Resolution 1: *That the Waiuku Business & Development Association receive and confirm the 2025 AGM Minutes of the Waiuku Business & Development Association 23rd October 2025*

Move: Second: **CARRIED:**

4. Executive Committee Report

4.a) Chairperson's written report

Resolution 2: *That the Waiuku Business & Development Association receive the 2025/2026 Chairperson's Report (being governance update and report on strategic achievements for the 1 July 2025 to 30 June 2026 financial year).*

Move: Second: **CARRIED:**

4.b) Manager's written report

Resolution 3: *That the Waiuku Business & Development Association receive the 2025/2026 Manager's Report (covering the objectives/achievements for the 1 July 2025 to 30 June 2026 financial year).*

Move: Second: **CARRIED:**

5. Treasurer's report and Proposed Budget

5.a) Treasurer's written report, end of year financial statements, performance report and audit to 30 June 2026.

Resolution 4: That the Waiuku Business & Development Association receive and approve the treasurers report, Annual Financial Statements, and audit report for the Financial Year 1 July 2025 to 30 June 2026.

Move: Second: **CARRIED:**

5.b) Proposed Budget for 1 July 2027 to 30 June 2028.

Resolution 5: That the Waiuku Business & Development Association receive and move to approve the draft indicative budget for 2027/2028 which includes a zero increase to the BID targeted rate grant amount of

$162,052.00 for 2027/2028 financial year. Further ask the Franklin Local Board recommend to the Governing Body the amount of $162,052.00 be included in the Auckland Council draft 2027/2028 annual budget consultation process.

Move: Second: **CARRIED:**

6. Business Plan

Resolution 6: That the Waiuku Business & Development Association receive and move to approve the proposed Business Plan for 2027/2028

Move: Second: **CARRIED:**

7. Strategic Plan Update

An update on the Waiuku Business & Development Association Strategic Plan, including progress made against the Association's strategic priorities and any proposed updates to the strategic direction.

Resolution 7: That the Waiuku Business & Development Association receive the Strategic Plan Update and approve the updated Strategic Plan**,** as presented.

Move: Second: **CARRIED:**

8. Election of Members to Executive Committee

Rule 15: Election of members to the Executive Committee
The procedure for nominations as detailed in Rule 15 of the constitution is as follows:

Nomination of candidates for election
- Shall be made in writing, signed by two Members of the Association, and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and
- Rule 15.2: If insufficient nominations are received to fill all vacancies, the candidates nominated shall be deemed to be elected, and further nominations shall be received at the Annual General Meeting; and
- Rule 15.4: If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected; and
- Shall be delivered to the Waiuku Town Centre Co-ordinator (for the purposes of this AGM) not less than seven days before the date fixed for the AGM, being 4.00 pm on Thursday, 14 October 2026.

8.a) Committee Nominations

An election of members for the Executive Committee shall be carried out in accordance with Rule 15 as set out above.

Resolution 7: That the Waiuku Business & Development Association approves the election of [Names of Elected Members] to the Executive Committee for 2026/2027

Move: Second: **CARRIED:**

8.b) Appointment/election of officers: Chairperson, Secretary and Treasurer

In past years there has been a consensus that we elect our officers at the first committee meeting after the AGM. This gives members, especially new members to the committee time to investigate the roles and time commitments they require. So I would like to put a resolution forward:

Resolution 8: For the election of Officers for this AGM for 2026/2027 we request a resolution to carry out our election of officers at our first official committee meeting

Move**:** Second **CARRIED:**

9. Appointment of Auditor

Rule 18 of the Waiuku Business & Development Association Constitution
18. AUDITOR
18.1 The Auditor shall be appointed by the Association on an annual basis to carry out the functions set out in this Rule.
18.2 No person who is an Officer or a Member may be appointed as Auditor.

18.3 The remuneration of the Auditor shall be fixed by the Association.
18.4 If any casual vacancy occurs in the office of any Auditor appointed by the Association, the Executive Committee shall appoint an Auditor to carry on the duties of the Auditor until the next Annual General Meeting.
18.5 Every Auditor shall be supplied with a copy of the accounts and statements. It shall be the Auditor's duty to thoroughly examine the accounts and statements, all minutes, and such other information as is requested.
18.6 The Auditor shall be a member of the institute of chartered accountants and conduct the audit in terms of the guidelines of the institute.
18.7 The Auditor shall provide the Members with a report regarding the accounts and statements. In that report, the Auditor shall state whether, in his or her opinion, the accounts and statements are full and fair accounts and statements containing the particulars required by the Rules, and whether the accounts and statements have been properly drawn up so as to exhibit a true and correct view of the Association's affairs. The Auditors report shall be read together with the report of the Executive Committee at the Annual General Meeting. The report shall be forwarded to the Council.

Resolution 9: *That the Waiuku Business & Development Association appoint Cornelius du Plessis as Auditor from Kudos Murray Audit Limited for the 2026/2027 financial year.*

Move: Second: **CARRIED:**

Close meeting.