



Waiuku Business & Development Association

2 Queen Street, Waiuku 2123

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[www.waiukutown.co.nz](http://www.waiukutown.co.nz)

# Annual General Meeting Agenda

For Waiuku Business & Development Association held at  
Waiuku Golf & Squash Club, 2 Racecourse Road, Waiuku on  
**29<sup>th</sup> October 2024, 6pm**

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

<b>1. Present</b>
<b>2. Apologies</b> <u>Move:</u> <u>Second:</u> <u>CARRIED:</u>
<b>3. Minutes</b>  The Minutes of the previous AGM held 17 <sup>th</sup> October 2023, 6pm to be confirmed as a true and correct record of the business transacted.  <b>Resolution 1:</b> <i>That the Waiuku Business &amp; Development Association receive and confirm the 2023 AGM Minutes of the Waiuku Business &amp; Development Association 17th October 2023</i> <u>Move:</u> <u>Second:</u> <u>CARRIED:</u>
<b>4. Executive Committee Report</b>  4.a) Chairperson's written report <b>Resolution 2:</b> <i>That the Waiuku Business &amp; Development Association receive the 2023/2024 Chairperson's Report (being governance update and report on strategic achievements for the 1 July 2023 to 30 June 2024 financial year).</i> <u>Move:</u> <u>Second:</u> <u>CARRIED:</u>  4.b) Manager's written report <b>Resolution 3:</b> <i>That the Waiuku Business &amp; Development Association receive the 2023/2024 Manager's Report (covering the objectives/achievements for the 1 July 2023 to 30 June 2024 financial year).</i> <u>Move:</u> <u>Second:</u> <u>CARRIED:</u>
<b>5. Treasurer's report</b>  5.a) Treasurer's written report, end of year financial statements, performance report and audit to 30 June 2024.  <b>Resolution 4:</b> <i>That the Waiuku Business &amp; Development Association receive and approve the treasurers report, Annual Financial Statements, and audit report for the Financial Year 1 July 2023 to 30 June 2024.</i> <u>Move:</u> <u>Second:</u> <u>CARRIED:</u>

## 5.b) Proposed Budget for 1 July 2025 to 30 June 2026.

**Resolution 5:** That the Waiuku Business & Development Association receive and move to approve the draft indicative 2025/2026 budget which includes a BID targeted rate grant amount of \$155,820.00 noting this includes a 5% increase of \$7,420.00 to the BID targeted rate grant for 2025/2026 financial year. Further ask the Franklin Local Board recommend to the Governing Body the amount of \$155,820.00 be included in the Auckland Council draft 2025/2026 annual budget consultation process.

Move:

Second:

**CARRIED:**

## 6. New Strategic Plan

**Resolution 6:** That the Waiuku Business & Development Association move to approve the new Strategic Plan which lays out their vision and goals for the next five years; 2024- 2029.

Move:

Second:

**CARRIED:**

## 7. Election of Members to Executive Committee

Rule 14: Election of members to the Executive Committee

The procedure for nominations as detailed in Rule 14 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 form of the nomination); and
- Shall be delivered to the Waiuku Town Centre Manager (for the purposes of this AGM) not less than seven days before the date fixed for the AGM (4pm on Tuesday 29th October 2024)

### 7.a) Committee Nominations

An election of members for the Executive Committee shall be carried out in accordance with Rule 14 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 2024/2025.

Move:

Second:

**CARRIED:**

### 7.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 2024/ 2025 we request a resolution to carry out our election of officers at our first official committee meeting

Move:

Second

**CARRIED:**

## 8. 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 David Knightly as Auditor from the BVO, Blackmore Virtue and Owens. for the 2024/2025 financial year.*

Move:

Second:

**CARRIED:**

### **9. Proposed Expansion of the Waiuku Business & Development Association boundary area**

The Waiuku Business & Development Association are wanting to deliver a BID expansion to respond to anticipated growth and changes happening in and around the area. Evolving the BID programme not only supports the needs of the existing business community but identifies and harnesses real economic opportunities for new business moving into the area.

Members approval was given for the expansion at the 2019 AGM, approval was then given for amended proposed boundary expansion area at 2021, 2022 and 2023 AGMs. The development of Fernleigh Industrial Park (Cornwall Rd) has been delayed and any BID Boundary expansion is not able to include this area until land titles are issued to individual lot owners.

**Resolution 10:** That members approve the Waiuku Business & Development Association progressing with work on the expansion of the BID boundary, once this is able to take place and that the association will advise members of progress.

Move:

Second:

**CARRIED:**

**Close meeting.**

## ELECTION OF EXECUTIVE COMMITTEE

The requirement for the Election of members to *Waiuku Business & Development Association* is as follows:

A person must be a full member of the Association to vote and stand for election to the Executive Committee

The qualification to be a **Full Member** as detailed under Rule 5 of the Constitution is as follows:

- Owns one or more commercially rated properties within the Waiuku economic development rated area; or
- Occupies or is the tenant of one or more premises (with a floor space of not less than 10sqm) of a commercially rated property within the Waiuku economic development rated area and who operates a business from those premises for not less than 50 business days a year
- AND, provide current details of their name, occupation, business and contact information to the secretary of the association – Vanessa Newman for the purpose of this AGM

The procedure for nominations is set out in Rule 5 of the Rules of the Association: Nomination forms and support information can be found at <https://www.waiukutown.co.nz/>

### Nomination of candidates for election

Committee Nomination form is attached or available by email from the Town Manager at [manager@waiukutown.co.nz](mailto:manager@waiukutown.co.nz) or phone 09 235 6231.

Nomination forms can be delivered by-

Post: Waiuku Business & Development Association, 2 Queen Street, Waiuku 2123

Email: [manager@waiukutown.co.nz](mailto:manager@waiukutown.co.nz) to reach them no later than 4pm on Tuesday 22<sup>nd</sup> October 2024. Contact Ph 09 2356231

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### **Confirmation of attendance:**

#### **Waiuku Business & Development Association**

I/we shall be attending the AGM

Business Name: \_\_\_\_\_

Owner/representative: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please send your RSVP or notify your attendance via email to [manager@waiukutown.co.nz](mailto:manager@waiukutown.co.nz) or via phone 09 2356231 by 22<sup>nd</sup> October 2024.**