

# the loop.

Keeping you in it

October 2023



BUSINESS FEATURE

## Franklin Hospice faces growing demand

**AGM Agenda**  
5:30PM, 30 October, 2023

**Give it a Whirl**  
23 Therapies

# Nau mai, haere mai Welcome to Pukekohe

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WE ADVOCATE  
FOR, SUPPORT, &  
PROMOTE LOCAL  
BUSINESSES

## Get involved in the Pukekohe Business Association

If you're a business owner looking to take an active role supporting Pukekohe businesses, consider joining the executive committee.

The committee supports the strategic direction of the association and the economic development of Pukekohe's business community.

This role helps to identify environmental factors, trends, opportunities, risks and pass on feedback for other businesses to develop the PBA strategy.

The executive team is also responsible for compliance and BID obligations and monitoring the association's performance.

It has up to eleven voting members and two non-voting members. These members are chosen at the AGM each year.

### Join the committee

#### Committee member responsibilities:

- Meet once a month (on a Tuesday evening) to cover governance, reporting, decision-making and planned activities
- Read the report and minutes prior to meetings
- Attend occasional extraordinary meetings or training
- Assist in the development of documents (such as the annual business plan and budget)
- Attend social gatherings and encourage attendance and participation at events
- Active involvement in particular projects
- Act as an ambassador for the association
- Maintain communication between businesses and the organisation

For more information about the PBA or The Loop, please contact us on 09 910 0137 or email, [info@pukekohe.org.nz](mailto:info@pukekohe.org.nz)

## MANAGER'S REPORT

# What's the plan?



They say "A goal without a plan, is just a wish", well, after some serious collaborating, writing, re writing and re-re-re-writing, our goal "To create a vibrant and prosperous business community in Pukekohe, where businesses thrive, residents prosper, and the town flourishes as a hub of economic and social activity" finally has a plan to see it come to fruition.

Over the next 5 years, the Pukekohe Business Association's strategic plan centres on three key priorities aimed at fostering economic growth and prosperity in the region.

### Priority One: Supporting Business Prosperity.

We will do this by bringing local events, support and development programmes to the business community, attracting visitors, and engaging the community.

We're growing our member feedback systems to strengthen collaboration across our business community.

By offering initiatives and assistance like our networking opportunities, business development resources, and platforms for innovation, the association seeks to empower local businesses, helping them expand, thrive, and adapt to the ever-evolving marketplace.

### Priority Two: Enhancing a Safe and Attractive Business Environment

We will work with local authorities and community organisations to improve safety and support the reduction in crime.

Our continual collaboration with Council organisations, commercial lease agents, community groups and landlords aims to enhance the visual appeal of the business district.

By investing in initiatives that elevate the overall appearance of Pukekohe and promoting safety measures, we aim to boost our town's appeal as a vibrant and inviting place to live, shop and work.

### Priority Three: Advocacy Leading to Positive Changes

Lastly, but by no means least, the PBA is committed to advocacy efforts that lead to positive changes for both businesses and the broader community.

By acting as a voice for our members, we strive to create a supportive environment where businesses can flourish, leading to overall growth and prosperity within the community.

**"Through this plan, we hope to play a pivotal role in shaping a thriving and dynamic business landscape in Pukekohe"**

Shawna Coleman, PBA Manager

### Administration



**Manager**  
Shawna Coleman  
[shawna@pukekohe.org.nz](mailto:shawna@pukekohe.org.nz)



**Communications & Events Coordinator**  
Courtney Johnson  
[courtney@pukekohe.org.nz](mailto:courtney@pukekohe.org.nz)



**Membership Liason**  
Logan Soole  
[logan@pukekohe.org.nz](mailto:logan@pukekohe.org.nz)

### Committee



**Rupert Ross**  
**President**  
Vibra Train  
Pukekohe  
09 238 1951



**Eugene Hamilton**  
Franklin's Bar & Eatery  
09 238 4680



**Sharon England**  
TopNotch Engraving & Book Exchange  
09 238 5684



**Philippa O'Mara**  
**Treasurer**  
Engine Room  
Chartered Accountants  
09 238 5939



**Holly Jansen**  
The Daily Goods



**Merritt Watson**  
Pik n Mix Lollies  
021 425 555



**Melissa van den Brink**  
**Vice President**  
Smith & Sons Renovations & Extensions Franklin  
0800 002 760



**Joshua Parsons**  
Crosbies Security  
0800 113 262



**Nutthida Boonprasert**  
Modish & Muse  
09 238 7797



**Alan Cole**  
Franklin Local Board Representative  
021 923 719



**Maree Trow**  
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Disclaimer: Whilst every effort has been made to provide valuable, useful information in this publication, the Business Association accepts no responsibility or any form of liability from reliance upon or use of its contents. Any suggestions should be considered carefully within your own particular circumstances, as they are intended as general information only.

# — News From The PBA

This month we cover changes to waste management services, the launch of our new strategic plan, and our first Small Business Seminar event, we've also released data on Pukekohe's consumer spending, and invite you to all our upcoming AGM.



## INTRODUCING OUR MEMBER LIAISON ROLE

We've created a new role at the PBA, focused on supporting our members, subsidy programme and local business prosperity. We're excited to see this Member Liaison position help grow our offering to the business community.

For the next few months, Local Board Member, Logan Soole will be filling the role. If you have any suggestions, or would like to make use of our member benefits or subsidies, get in touch to arrange a meeting, [logan@pukekohe.org.nz](mailto:logan@pukekohe.org.nz).

## SPEND TREND REPORT

We've released a report on Pukekohe's consumer spending to help local businesses strategise business-critical decisions. This uses eftpos data sourced from MarketView to measure consumer spending and transactions.

Insights include spending by month, quarter, industry category, origin of consumer and average spend on each day of the week.

View the current report at [www.pukekohe.org.nz/members/spend-trend/](http://www.pukekohe.org.nz/members/spend-trend/)

## BUSINESS AND BEERS RECAP

Thanks to Mark from Blue Ox Babe for hosting our September Business and Beers with a stellar turn-out. Congratulations to Mandeep from Informatics who took home our \$100 voucher which was drawn on the night.

See the next page for details on our next events and let us know if you're interested in hosting in the future.



## WASTE MANAGEMENT CHANGES

Waste Management are withdrawing the general waste wheelie bins collection this month.

Auckland Council's replacement service is planned for June 2025, which means alternative arrangements should be made for your businesses' waste.

Franklin's pre-paid rubbish bags will continue to operate under Auckland Council's Pay-As-You-Throw roadside collection scheme. King Street businesses should find collection points on nearby streets.

You may also wish to explore private rubbish collection services with trusted providers that dispose responsibly.



## LET'S TALK BUSINESS HIGHLIGHTS



In partnership with Campbell Tyson, we invited members to the first Small Business Seminar in September.

Our specialists came from finance, banking, HR and marketing backgrounds and outlined the key trends, challenges and tips for businesses in today's world. The talks took into account today's economic challenges, operating a business coming into an election and of course the digital business landscape.

Not everyone could make it, so we've summarised some of our top takeaways for business owners on page 10.

If these areas interest you or could be improved on in your business, we recommend coming to the workshops where each speaker will delve deeper into their knowledge and experience to give you tangible actions for your business.

If you have any particular questions or topics you'd like covered in our upcoming workshops, please email them to us at [shawna@pukekohe.org.nz](mailto:shawna@pukekohe.org.nz)



## YOU'RE INVITED TO OUR AGM

The PBA's Annual General Meeting will be held at the end of October.

At this AGM, we will vote in the new committee, outline our new strategic plan, report on what we've achieved in the financial year just passed and our current plans for the year ahead.

By coming along, you can let us know what you'd like to happen in our Pukekohe business community.

If you're interested in joining our Executive Committee, you can use the nomination form included and contact [shawna@pukekohe.org.nz](mailto:shawna@pukekohe.org.nz) for information about the nomination process and role commitments. Please see the back three pages for the Agenda and relevant AGM documents.

WHEN: Monday 30 October, 5:30 pm - 7 pm

WHERE: Engine Room, 217 King Street, Pukekohe

RSVP: <https://forms.gle/bJm5PfwEmMpyKjQn7>

## NEW STRATEGIC PLAN OUTLINE FOR 2023 - 2028

After many months of development, we've finalised our new strategic plan. This will determine the areas of work we focus on moving forward. To find out more, come along to the AGM, or view the full strategic plan at [pukekohe.org.nz](http://pukekohe.org.nz)

### PRIORITY ONE: SUPPORTING BUSINESS PROSPERITY

Promotion of Pukekohe and its businesses through:

- Promotional marketing campaigns
- Events that attract visitors to the area
- Developing a strong brand identity

Business support and development with:

- Business Support Hub
- Subsidy Programme Expansion
- Mentorship Programme

Connect and collaborate through:

- Strengthening Membership Engagement
- Communication & Feedback channels
- Community connections
- B2B Initiatives

### PRIORITY TWO: ENHANCING A SAFE AND ATTRACTIVE BUSINESS ENVIRONMENT

Safety and Security through:

- Community Engagement
- Maintaining and expanding the CCTV Network
- Crime reduction

Placemaking and Beautification through:

- Attractive Retail Spaces
- Community Placemaking Projects
- Beautification Initiatives

### PRIORITY THREE: ADVOCACY LEADING TO POSITIVE CHANGES

Advocacy and Representation:

- Advocating on Council Plans
- Infrastructure Upgrades
- Policy Monitoring and Advocacy
- Collaborations with Industry Associations

## WHAT'S ON

Local events in Oct

### YOUNG GROWER OF THE YEAR FINAL

WHEN: Wednesday 4 Oct, 10 AM

WHERE: PIA Centre, 59 Ward Street

### SCHOOL HOLIDAYS IN THE SQUARE

WHEN: Friday 6 Oct, 12PM - 8PM

WHERE: Pukekohe Town Square

WHAT: Free activities and fun for all ages including ice skating, circus workshops, live entertainment, and much more

### FOOD TRUCK FEAST

WHEN: Saturday 14 Oct, 5PM - 9PM

WHERE: Bledisloe Park

WHAT: Food truck collective and pop-up bar

### HOMELANDS MUSIC FESTIVAL

WHEN: Saturday 21 Oct, 12PM

WHERE: Navigation Homes Stadium

WHAT: Lineup of hip-hop and R&B artists

### COX PLATE DAY

WHEN: Saturday 28 Oct, 12PM

WHERE: Pukekohe Park

WHAT: First Raceday of the season

### BUSINESS AND BEERS

Join us for our next business catch up. Drinks and nibbles provided.

#### October

WHEN: Wednesday 4 Oct from 5PM

WHERE: Longkeeper, 249 King Street

RSVP: <https://tinyurl.com/3b78jn23> or [shawna@pukekohe.org.nz](mailto:shawna@pukekohe.org.nz)

#### November

WHEN: Wednesday 1 Nov from 5PM

WHERE: The Good Home, 65 Edinburgh Street, Pukekohe

RSVP: <https://tinyurl.com/yc4xpeab> or [shawna@pukekohe.org.nz](mailto:shawna@pukekohe.org.nz)



**BUSINESS FEATURE**

# Franklin Hospice faces growing demand

## Franklin's only palliative care specialists

**Franklin Hospice is a non-profit community hospice serving a population of 90,000 across one of the largest geographic areas covered by a Hospice in New Zealand.**

Each year, they support around 350 people through their end-of-life journey, allowing patients to remain at home with their whānau and community healthcare services.

On top of home based care, they provide a 24-hour phone service, events, patient and grief support groups, biography services, drivers, and mobility van hire. All these services are free to patients, carers, and families.

### FUNDING INEQUALITIES

Te Whatu Ora funding was recently extended to enable the Franklin Hospice team to provide 7-day home care for Franklin residents.

However, their partial government funding is minimal compared to the Ministry of Health funding received by other hospices.

"This inequitable funding means Franklin residents have significantly less access to specialist palliative care than

others around the Auckland region," says Fundraising Manager, Alison Daldy.

### The number of patients Franklin Hospice care for will double by 2028

The team and board are continually striving to obtain more funding and currently make up around 50% of their operating costs through fundraising.

Volunteers give over 72,000 hours annually to help meet local needs and run fundraising events.

Aside from their charity shop which covers 18% of their costs, they host a multitude of fundraising events. This includes events, bake sales, upcycling fabrics diverted from land waste and much more.



Throughout October, supporters can get fitter through fundraising in The Franklin Hospice Harcourts Reforma Steptober Challenge.

They are asking locals to sign up at [steptober.raisely.com](http://steptober.raisely.com) with an activity challenge. Then, get friends, family, and colleagues on board by joining the challenge or donating to your own fundraising webpage. The top team and top individual will win spot prizes and a trophy.

**SIGN UP AT [STEPTOBER.RAISELY.COM](http://STEPTOBER.RAISELY.COM)**



### HISTORY

Off the back of a local volunteer support group, Franklin Hospice Charitable Trust was established in 1985, and their office on Hall Street was opened in 1997.

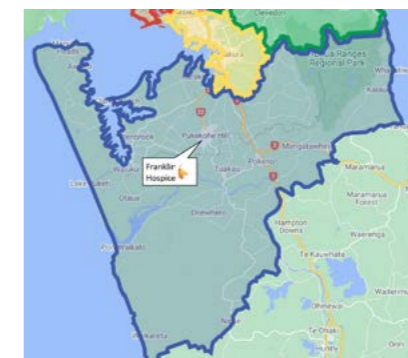
It was in 2003 when two part-time registered nurses were employed that the community palliative care nursing service started.

Nowadays they have six specialist community and palliative care nurses and one hospice specialist social worker.

Considering the limited funding, Franklin Hospice exceed at being at the forefront of evolving health care practises that put patients first and respect everyone involved in that patients care. This is achieved through their connection to the Franklin community and the support of locals.

Daldy says, "We could not survive without this support."

### Their service area map



## Interview with Alison Daldy

### WHAT IS YOUR MISSION?

To embrace individuals needs with compassionate care while creating meaningful end-of-life experiences for patients and families.

### WHAT IS A TYPICAL DAY FOR YOUR STAFF?

Our clinic and support staff begin with a morning hui, followed by calls to patients and other health providers. They work autonomously, driving many kilometres every day to care for patients across in Franklin's semi-rural, large geographical area.

### WHAT DO YOU LOVE ABOUT OPERATING IN FRANKLIN?

Every project we run and every event is very well supported. Franklin Hospice is very involved in the local community, and the local community with Hospice.

### WHAT TRAINING DO STAFF HAVE?

The nurses are highly qualified with over 130 years of experience between them. All of them have achieved or are working towards postgraduate qualifications in palliative care.

### WHAT SURPRISES PEOPLE MOST ABOUT HOSPICE?

We don't have an in-patient unit! The team works in the community, retirement villages and patient's homes.

Our premises are a happy place to work, bustling with events and volunteer initiatives.

**Franklin Hospice**  
29 Hall Street Street,  
Pukekohe  
09 238 9376  
[franklinhospice.org.nz](http://franklinhospice.org.nz)

# — Give it a whirl

With 23Therapies

We tested current beauty therapy trends, Bio-Microneedling, Lymphatic Drainage as well as traditional Reflexology.

23Therapies specialise in beauty therapy, massage and traditional Chinese medicine.

Their qualified team offer acupuncture, facials, waxing, Body Exfoliation, LED Phototherapy, Ear Seeds, Lashlifts and tinting, pedicures and ofcourse massages ranging from hot stone, therapeutic, deep tissue and sports, to pregnancy, reflexology and lymphatic drainage.

With a plethora of choices, Shawna opted to try out their newest offering, Bio-Microneedling.

Owner of 23Therapies, Aesthetician and Massage Therapist, Charlene Dalglish introduced this treatment in September.

Bio micro-needling is a non-invasive skincare treatment that aims to improve skin texture, boost collagen, reduce pore size, enhance skin elasticity, fade hyperpigmentation, diminish acne scarring and increase absorption of skincare products.

Unlike typical micro-needling treatments, it uses siliceus natural ingredients extracted from freshwater sponge to create thousands of tiny punctures in the skin, instead of needles.

It felt like a prickly pear as the combination of the SQT Fibronectin Essence and the Hydrolyzed Sponge Powder was massaged into the face.

The application was painless, and felt like an exfoliation process.

Afterwards, it did redden and become sensitive to touch as it sped up the skin's natural renewal cycle from 28 days to 7 days.

The Spongilla Spicules fall out within 48-72 hours, so Shawna had to avoid touching the skin in the meantime. She was given some high quality skincare products to cleanse with and 24 hours later it was already showing a noticeable difference.

While this happened, Courtney began a reflexology treatment. Her usually ticklish feet were a little apprehensive at the idea of a foot massage - but she turned into a strong advocate by the end.

Traditional Chinese Medicine Practitioner, Helen Dickenson used a traditional Chinese method that focuses on channelling the energy out of the head and through the feet to reduce stress and tension.

Courtney learnt how each pressure point of the foot connected to specific organs and systems in the body and that any tension experienced could identify potential issues elsewhere.

This also meant that the relaxing sensations were experienced throughout the whole body.



Being in the therapists' great hands and the surprisingly ambient atmosphere of the little building on Hall Street, meant Shawna and Courtney were so relaxed they both struggled to not nod off during their sessions.

These treatments were followed up with a nice hot tea and then both Shawna and Courtney had a taster of NormaTec Compression for body recovery and lymphatic drainage.

They were zipped into long boot-like equipment that was then set to expand, compressing and massaging the whole leg and foot.

The three different massage techniques used in this process got the blood circulating but was painless and relaxing. Afterwards, muscles felt relaxed and legs felt lighter.

23Therapies has had nine years of excellent service and their treatment offering continues to expand to introduce cutting edge beauty and therapy methods.

Charlene and the team are focused on creating a relaxed and grounded environment that welcomes customers. It's easy to feel comfortable in their safe hands.

**23Therapies**

23 Hall Street, Pukekohe East  
09 947 8882

[www.23therapies.co.nz](http://www.23therapies.co.nz)



# ALTOGETHER RECOGNISED FOR EXCELLENCE

AS AWARDED BY

**REINZ** REAL ESTATE  
INSTITUTE OF  
NEW ZEALAND

**01 Medium Agency of the Year  
All Disciplines**

Bayleys Real Estate Auckland

**04 Medium Residential Office  
of the Year Highest Volume**

Bayleys Taupō

**07 Small Rural Office  
of the Year**

Bayleys Gisborne

**10 Overall Residential Salesperson  
of the Year Highest Sales Volume**

Chris Jones, Bayleys Canterbury

**13 Overall Rural Salesperson  
of the Year**

Karl Davis, Bayleys Waikato

**02 Small Residential Office  
of the Year Highest Sales Volume**

Bayleys Wānaka

**05 Medium Residential Office  
of the Year**

Bayleys Ponsonby

**08 Medium Rural Office  
of the Year**

Country & Co in partnership with Bayleys

**11 Individual Residential  
Salesperson of the Year**

Jimmy Allen, Bayleys Queenstown

**14 Individual Rural Salesperson  
of the Year**

Mike Fraser-Jones, Bayleys Waikato

**03 Small Residential Office  
of the Year**

Bayleys Wānaka

**06 Large Residential Office  
of the Year Highest Sales Volume**

Bayleys Canterbury

**09 Large Rural Office  
of the Year**

Bayleys Waikato

**12 Individual Residential Salesperson  
of the Year Highest Sales Volume**

Jimmy Allen, Bayleys Queenstown

**15 Rural Salesperson  
of the Year Rising Star**

Adam Whitelock, Bayleys Canterbury

Bayleys is thrilled to have been honoured with 15 out of 45 awards at the 2023 Real Estate Institute of New Zealand Awards for Excellence in Real Estate.

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We are privileged to be on this journey together with our peers and clients, and we know it doesn't stop here.

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**Call 09 238 5313 or email us at [pukekohe@bayleys.co.nz](mailto:pukekohe@bayleys.co.nz)**

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## BUSINESS TALK

# 12 AREAS TO IMPROVE YOUR BUSINESS

At our Small Business Seminar Series, we heard from the professionals about key focuses and trends for small business in 2023.

Our specialists came from finance, banking, human resources, and marketing backgrounds and outlined the key trends, challenges.

The talks considered today's economic challenges, operating a business coming into an election and the digital economy.

We've summarised some of our top takeaways for your business.

## Human Resources

### 1. How to hire during a talent shortage?

- Move quickly in the recruitment process.
- Have an online presence as job candidates research via your website and social media
- Use the job listing to sell your workplace and save the full role description for the interview stage.
- Make your candidates feel welcome such as discussing CVs over a coffee instead of a formal interview

“There is still some great talent in NZ, but your business needs to work harder for it.”

### 2. Looking after your staff

- Regular casual check-ins with staff are now favoured over annual reviews.
- Recognise your high achievers.
- Bring fun into the workplace such as fitness challenges or events.
- Have honest conversations around mental wellbeing and performance.

### 3. Updating employee agreements and restructuring requirements

- Get advice on disestablishing positions.
- Update your employee agreements with public holidays and regulations.
- When recruiting, ask for medical history and ensure to check references.

## Finance

### 4. Cash flow over cash

- Know your numbers and increase your top line.
- Don't wait too long to match competitors' price increases.
- Challenge your thinking positively and use an outside perspective.

“At election time, clients can delay payments and decisions so having a safety net is important.”

### 5. Preparing for higher bank lending regulations

- Expect to provide evidence of COVID loan payments, IRD obligations, cash flow forecasts, equity, and assets.
- They will also consider your professional background and character including previous rate demands.

### 6. How to apply for a business loan?

- Show the practical impacts on the business. If the loan is for new equipment, factor in staffing, training and other associated costs and business.
- Come from a positive perspective and back yourself.
- Use a sales pitch that sells your passion and business story to lenders instead of focusing on the negative outcomes of not getting the loan.

## Marketing

### 7. Why prioritise digital marketing?

- Low cost and low barriers of entry for the return on investment.
- You can do it yourself.

“We buy from where we trust so your brand image should build that trust”

### 8. Build trust in your brand

- Look professional across all points of contact – website, ads, social media and Google
- If you're using AI, ensure you adjust this to be authentic.

### 9. Start with getting the basics right

- Complete your online profiles and update your website.
- When these are working you can begin to build on them.
- Don't focus on your competitors as there is no one cake recipe that works for everyone.

## Strategy in today's economy

### 10. Resource limitations

- Improve on technology and efficiency to aid gaps in staffing.
- Focus on target clients and their specific needs.
- Know your numbers so you can measure the success of your

strategy and how to alter unprofitable outgoings.

### 11. Short term strategy

- Make a 12-month plan to bring more energy back in.
- Break your plan down into quarterly goals.

### 12. Raising your prices

- Raise your prices in smaller increments each season.
- Focus on increasing the prices of goods and services that take a lot of your time or resources
- Consider keeping the same price for a key product that is already easy or cost-effective

Delaying price increases misses out on profit and risks losing more customers when they then jump significantly

If any of these areas interest you or could be improved on in your business, we recommend coming along to the workshops where each speaker will delve deeper into their knowledge and experience to give tangible actions for you to do to your business.

If you have any particular questions or topics you'd like covered in an upcoming workshops or article, please email them to us at [shawna@pukekohe.org.nz](mailto:shawna@pukekohe.org.nz)



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[support@informatiks.co.nz](mailto:support@informatiks.co.nz)



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11-13 Roulston Street, Pukekohe, Auckland 2120

**— LOCAL  
ACHIEVEMENTS**



**WATCHFUL**

Crosbies Security's Watchful was a finalist for Most Outstanding New Product at the NZ Security Awards.

48 King St, Pukekohe



**BABY ON THE MOVE**

Mike & Ange took away most improved franchisee at their Baby On The Move Conference.

The Zone, Pukekohe



**RED OFFICE**

Congratulations to Louise who is a finalist for Bookkeeper of Year and BookKeeping Business of the Year 2023

217 King Street, Pukekohe



**PAKNSAVE PUKEKOHE**

Our local PaknSave won the 'Fresh as' customer promise and Store of the Year awards at the 2023 Foodstuffs awards.

Cnr of Queen and Harris Street

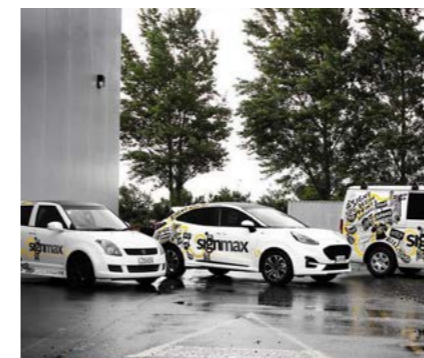


**QUINOVIC Pukekohe**

**QUINOVIC**

Well done to the local Quinovic Property Managers for the many accolades received at their National Awards.

19 Manukau Road, Pukekohe



**SIGNMAX**

Local sign and graphics shop, Signmax turned 7 on October 1st! Happy birthday team.

9 Nelson Street, Pukekohe

# Pukekohe Business Association Inc

## Annual General Meeting Notice and Agenda

5.30 pm, Monday, 30<sup>th</sup> October 2023. The Engine Room, 217 King Street, Pukekohe

Please note that the meeting will start promptly at 5.30 pm. Further information on the Business Improvement (BID) Area Map, Member Details Form, Nomination Form, and Constitution can be found on our website, [www.pukekohe.org.nz](http://www.pukekohe.org.nz), or from the Pukekohe Business Association office, 217 King Street, Pukekohe.

### Agenda

1. Welcome
2. Apologies
3. Confirmation of minutes from 2022 Annual General Meeting, Wednesday, 24<sup>th</sup> October, 2022
4. President's Report
5. Manager's Report
  - Move to accept the manager's report which includes the Draft Business Plan and Budget for 2024/2025.
6. Treasurer's Report and Annual Financial Statements
7. Proposed budget for 2024/2025
  - Resolution: Move to approve the budget for the following financial year 2024/2025 draft budget which includes a BID targeted rate grant amount of \$520,000, including a 4% increase or \$20,000 to the BID targeted rate grant for the 2024-2025 financial year. Further, ask the Franklin Local Board to recommend to the Governing Body the amount of \$520,000 to be included in the Auckland Council draft 2024-2025 annual budget consultation process.
8. Appointment of Auditor
9. Election of Executive Committee
  - Please read the information below for the nomination procedure.
  - Nominations close with Shawna Coleman at 5 pm on Wednesday 25th October 2023
10. Election of officers (chairperson and treasurer) "As per AGM resolution 9 (2017) the election of officers will be decided by the newly elected committee at their first committee meeting".
11. General Business

### 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** is detailed under Rule 5 of the constitution.

### 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 Full 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 Secretary of the Association (Shawna Coleman) not less than seven days before the date fixed for the AGM (5 pm on Wednesday 25th October 2023)
- **Nominations can be sent to:**
  - Pukekohe Business Association, PO Box 1240, Pukekohe 2340, delivered to reception, Pukekohe Business Association, 217 King Street, Pukekohe, or emailed to [shawna@pukekohe.org.nz](mailto:shawna@pukekohe.org.nz).

Please RSVP your attendance to [info@pukekohe.org.nz](mailto:info@pukekohe.org.nz) or by calling 09 910 0137 by 5 pm, Wednesday 25th October 2023.

## Nomination Form

For nomination to stand for election to the Executive Committee of the Pukekohe Business Association Incorporated, at the Annual General Meeting (Monday 30th October 2023).

### DECLARATION

I (individual's name)

Declare that I wish to stand for election to the Pukekohe Business Association Incorporated Executive Committee and consent to the nomination

Signature:

Member Business:

Address:

### FIRST NOMINATION

Name:

Signature:

Member Business:

Address:

### SECOND NOMINATION

Name:

Signature:

Member Business:

Address:

To be considered for election please return this nomination form to Shawna Coleman, at Pukekohe Business Association, 217 King Street, email to [shawna@pukekohe.org.nz](mailto:shawna@pukekohe.org.nz), or post to PO Box 1240, Pukekohe 2340.

**The nomination form must be received no later than 5pm Wednesday 25th of October 2023.**



# Membership Registration

PO Box 1240, Pukekohe  
217 King Street, Pukekohe 2340

## COMPANY DETAILS

Company Name	<input type="text"/>		
Trading As	<input type="text"/>		
Type of Business	<input type="text"/>		
Website	<input type="text"/>	Facebook	<input type="text"/>
Opening Hours	<input type="text"/>	Date/Year Established	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		
Street Address	<input type="text"/>		
Postal Address	<input type="text"/>		

## KEY CONTACTS

Name	<input type="text"/>	Mobile	<input type="text"/>
Position	<input type="text"/>	Email	<input type="text"/>

(Please note that this person holds the vote on behalf of the business and must be the signatory)

Name	<input type="text"/>	Mobile	<input type="text"/>
Position	<input type="text"/>	Email	<input type="text"/>

(Please note that this person has no voting rights for your business)

## PROPERTY OWNER / PROPERTY MANAGER

Name	<input type="text"/>	Email	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
Postal Address	<input type="text"/>		

We would like our company details to be on the [pukekohe.org.nz](http://pukekohe.org.nz) website and also in the Pukekohe Business Guide. Yes  No

We agree to the above information being passed on to the NZ Police. Yes  No

We agree to being sent information from the Pukekohe Business Association electronically. Yes  No

We agree to being sent information from the Auckland City Council in relation to the Business Improvement District. Yes  No

Signed  Name  Date