

Pukekohe Business Association Inc Annual General Meeting Notice and Agenda

5.30 pm, Wednesday, 28th October 2026, 1 Roulston 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, or from the Pukekohe Business Association office, 217 King Street, Pukekohe.

Agenda

1. Welcome
2. Apologies
3. Confirmation of minutes from the 2025 Annual General Meeting, Wednesday, 29th October 2025
4. Chairperson's Report
 - Move to accept the Chairperson's Report,
5. Manager's Report
 - Move to accept the Manager's report
6. Annual Business Plan FY27 & FY28
 - Move to accept and confirm the Annual Business plan for FY27 (2026-2027)
 - Move to accept the Draft Annual Business Plan for FY28 (2027/2028).
7. Proposed budget for FY28 (2026/2027)
 - Move to approve the following financial year 2027/2028 draft budget, which includes a BID targeted rate grant amount of **\$589,680.00**, including an **5% increase** of **\$28,080.00** to the BID targeted rate for the 2028 Financial Year. Further, ask the Franklin Local Board to recommend to the Governing Body the amount of **\$589,680** to be included in the Auckland Council draft 2027-2028 annual budget consultation process.
8. Treasurer's Report, Interest register and Annual Financial Statements
 - Move to accept the Treasurer's Report, Interest register and FY26 Annual Financial Statements
9. Appointment of Auditor
10. Election of Executive Committee
 - Please read the information below for the nomination procedure.
 - Nominations close with Shawna Coleman at 5 pm on Wednesday, 21st October 2026
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 14 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 21st October 2026)
- **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. Please RSVP your attendance to info@pukekohe.org.nz or call 09 910 0137 by 5 pm, Friday, 23rd October 2026.

Shawna Coleman

GENERAL MANAGER



Pukekohe Business Association

PO Box 1240, Pukekohe 2340

E. info@pukekohe.org.nz P. (09) 910 0137 W. pukekohe.org.nz