Pukekohe Business Association Incorporated
35th Annual General Meeting Minutes

Date: Wednesday 28th October, 2026
Location: 1 Roulston Street, Pukekohe
Meeting Opened: 5:33 PM
Chairperson: Melissa van den Brink

Present;

Pukekohe Business Association Members:
Alison Daldy - Franklin Hospice, Ash Hawke - Sign Max Pukekohe, Catherine Sumpter - Sumpter Law, Craig Patterson - Family Flooring Design, David Thexton, Franklin FM, Mala Uka - Custom Threadz, Max Boniface - Mag & Turbo, Melissa van den Brink - Smith & Sons Renovations & Extensions Franklin, Paul Edwards - Food Source, Peter Elliot - Computer Food, Petrea Parkhill - Blackhawk Law, Philippa O'Mara - Engine Room Chartered Accountants, Sonia x Blackhawk Law, Vanessa Newman - People Passion.

Staff &Guests:
Alan Cole - Franklin Local Board, Andrew Baker - Franklin Councillor, Merritt Watson - Franklin Local Board, Shawna Coleman - PBA, Sonia x Blackhawk Law, Vanessa Newman - People Passion

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Agenda

1. Welcome

Melissa van den Brink welcomed everyone to this AGM. She introduced herself as the current Chairperson of the PBA and facilitator of the meeting. She welcomed the attending members and acknowledged our esteemed guests.

Melissa advised that, as this is an annual general meeting of the association, speaking and voting rights are only available to full members. The purpose of the AGM was outlined, including confirmation of previous AGM minutes, presentation of reports and financial statements, consideration of the FY27 and FY28 Annual Business Plans, approval of the FY28 budget and targeted rate proposal which included a 5% increase, and election of the Executive Committee.

The Meeting was declared open at 5:33 p.m.

2. Apologies

Apologies received from: Catherin Tafto - Loom Shared Space, Kirsty Bullen - Campbell Tyson , Lara Hellier - People Passion, Maree Trow - Stirling Sports

Resolution: It was moved to accept the apologies, which were read out at the meeting.

Moved: Mala Uka
Seconded: Peter Elliot
CARRIED

3. Approval of 2025 AGM Minutes

The minutes of the AGM held on 29 October 2025 had been circulated to members and were taken as read. A minor date error within the circulated minutes was noted and acknowledged.

Resolution: That the minutes of the Annual General Meeting held on 29 October 2025 be confirmed as a true and correct record, subject to the identified correction.

Moved: Ash Hawke
Seconded: Alison Daldy
CARRIED

4. Chairperson's Report presented by Melissa van den Brink and available in AGM Report

The Chairperson's Report for the year ended 30 June 2026 had been circulated to members in the Annual and Financial Report and was taken as read.

Resolution: That the Chairperson's Report for the year ended 30 June 2026 be received.

Moved: Petrea Parkhill
Seconded: Max Boniface
CARRIED

5. Manager's Report presented by Shawna Coleman and available in AGM Report

General Manager Shawna Coleman presented key highlights from the 2025/26 General Managers' report. No questions were raised.

Resolution: That the General Manager's Report for the 2025/26 financial year be received and accepted.

Moved: Craig Patterson
Seconded: Ash Hawke
CARRIED

6. Annual Business Plan FY27 & FY28 Presented by Shawna Coleman

The FY27 Annual Business Plan and Draft FY28 Annual Business Plan were presented. Members were advised that the plans continue the Association's strategic focus on business advocacy, events and promotions, town centre enhancement, business support initiatives and continuation of the Good Guys programme.

Resolution: That the Pukekohe Business Association:
1. Accept and confirm the FY27 (2026/2027) Annual Business Plan; and
2. Accept the Draft FY28 (2027/2028) Annual Business Plan.

Moved: Craig Patterson
Seconded: Ash Hawke
CARRIED

7. Proposed budget for the 2027/2028 Financial Year (FY28)

Philippa O'Mara presented the budget for FY28. This budget includes an 5% ($28,080) targeted rate increase that will be allocated to the continuation of The Pukekohe Good Guys programme noting that we expect there to be no outside funding available. It was also noted that we are expecting to have used

all of the previous carry-forward funds by the end of FY27, so it is important that we bring our income in line with current costs to ensure we can sustain our current level of service going forward.

As there were no further questions, it was asked that:

- That the 2027/2028 (FY28) draft budget, which includes a BID targeted rate grant amount of $589,680, including an 5% increase of $28,080 to the BID targeted rate grant for the 2027/2028 (FY28) financial year, be approved.
- That the Franklin Local Board be requested to recommend to the governing body that the amount of $589,680 be included in the Auckland Council draft 2027/2028 (FY28) annual budget.

Moved: Philippa O'Mara
Seconded: Max Boniface
CARRIED

8. Treasurer's Report and Annual Financial Statements presented by Philippa O'Mara

Treasurer Philippa O'Mara presented the Treasurer's Report and Annual Financial Statements for the year ended 30 June 2026. She advised members that FY26 was the first year reporting under the new Incorporated Societies Act requirements and the financial statements had been prepared in the required reporting format and audited accordingly. It was noted that a new auditor had been engaged for this work.

The Society's Interest Register was presented and made available for inspection at the meeting in accordance with the requirements of the Incorporated Societies Act.

Resolution: That the Treasurer's Report, Audited Annual Financial Statements for the year ended 30 June 2026, and Interest Register be received and accepted.

Moved: Philippa O'Mara
Seconded: Peter Elliot
CARRIED

9. Appointment of Auditor

Members were advised that the Association had engaged **Blackmore, Virtue & Owens** as auditor of the 2026 accounts following the retirement of the previous auditor, Diane Robertson. The firm was selected due to its experience auditing Business Improvement District programmes and favourable recommendations from other BID organisations. The appointed Auditor must be out of the area to be impartial.

Resolution: That Blackmore, Virtue & Owens be appointed as Auditor of the Pukekohe Business Association for the 2027 financial year.

Moved: Philippa O'Mara
Seconded: Alison Daldy
CARRIED

At this point of the AGM, Melissa van den Brink passed the meeting over to Shawna Coleman to run the appointment of the Executive Committee portion of the AGM.

10. Election of the Executive Committee:

The meeting was advised that seven Executive Committee members remain within their current elected terms and were therefore not required to stand for election. They were: Ash Hawke - Sign Max Pukekohe, Craig Patterson - Family Flooring Design, Kirsty Bullen - Campbell Tyson, Lara Hellier - People Passion, Maree Trow - Stirling Sports, Peter Elliot - Computer Food, Philippa O'Mara - Engine Room Chartered Accountants

We now have up to **4** positions available and have received nominations from the following members:

1. Alison Daldy - Franklin Hospice
2. Max Boniface - Mag & Turbo
3. Melissa van den Brink - Smith & Sons
4. Petrea Parkhill - Blackhawk Law

As the number of nominations received equalled the number of vacancies, all nominees were declared elected unopposed. The Executive Committee for 2026/27 therefore comprises of:

1. Ash Hawke- Sign Max Pukekohe
2. Alison Daldy- Franklin Hospice
3. Craig Patterson- Family Flooring Design
4. Kirsty Bullen- Campbell Tyson Chartered Accountants
5. Lara Hellier- People Passion
6. Peter Elliot- Computer Food Pukekohe
7. Petrea Parkhill- Blackhawk law
8. Philippa O'Mara – Engine Room Chartered Accountants
9. Maree Trow- Stirling Sports Pukekohe
10. Max Boniface- Mag & Turbo
11. Melissa van den Brink- Smith & Sons Renovations & Extensions

The Franklin Local Board representative was confirmed as **Merritt Watson**. Appointment of Committee officers will occur at the first committee meeting post AGM which will be held on the 24th November 2026.

11. General Business

Melissa thanked our attending members, the Franklin Local Board, and guests.

The meeting closed at 5:58 pm

DRAFT