**Minutes of the Annual General Meeting**

**5:30 pm Wednesday 28 September 2022**

**Birkenhead Town Centre Association Inc**

**Trading as Birkenhead Village Association (BVA)**

**Meeting held The Good Home**

**83 Birkenhead Avenue Birkenhead Auckland**

AGM documentation available to attendees prior to meeting

**Appendices:** A. AGM Minutes 27th October 2021, B. Chairperson’s written report, C. Manager’s written report, D. Treasurer’s Report, E. Annual Report year ended 30 June 2022, F. Audit Report, G. Proposed Income and Expenditure Budget 2024 and Business Plan

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| 1. **Present**
 | **Adrianne Leslie** *The Hive Accounting*, **Adrian Tyler** *Kaipatiki Local Board*, **Bruce Yarnton** *Yarntons*, **Cheryl Posthouwer** *BASE Accounting*, **Chris Ott** *Ott Patisserie*, **Danielle Grant** *Kaipatiki Local Board*, **Dominique Tuck** *Kidzstuff Online*, **Geoff Harper** *Auto Super Shoppes*, **Jude Turner** *Crave Home*, **Kae Condon** *BVA Manager,* **Melanie Kenrick** *Kaipatiki Local Board*, **Pete Taylor** *Barfoot & Thompson,* **Shane Price** *Birkenhead Licensing Trust*, **Simon Condon** *Northcote College*, **Steve Simms** *BBC*, **Suzanne Harper** *Auto Super Shoppes,* **Tony Cradwick** *Highbury Eye* |
| 1. **Apologies**
 | **Andy Winter** *- Director Engine Sales,* **Anju** *- Nutalls Jewellers,* **Arlene Tyler** *- Rawene Community Centre,* **Celia Frame** *- Owner F45,* **Ellen** *- Highbury Dairy,* **Emily** *- Homemart,* **Jack Chapman** *- Landlord,* **John Gillon** - *Kaipatiki Local Board*, **Marilyn Nicolls** *- Birkenhead Licensing Trust,* **Murray & Jill Crockett** *- Landlord,* **Rob Finn** *- Landlord,* **Stuart Weir** *- Birkenhead Licensing Trust,* **Tom Doo** *- Landlord* | **Resolution 1:** to accept the apologies**Moved:** Jude Turner**Second:** Pete Taylor**Carried** |
| 1. **Confirmation of the 2021 AGM Minutes**
 | **Recommendation**: That the Minutes of the previous AGM held on Wednesday 27th October 2021 be confirmed as a true and correct record of the business transacted | **Resolution 2:** to accept the 2021 AGM minutes as a true record of proceedings. No matters were arising**Moved:**  Jude Turner**Second:** Adrianne Leslie**Carried** |
| 1. **Chairperson’s and Manager’s Reports**
 | **Chairperson Jude Turner** presented the Chairperson’s written report to the 2022 AGM:* The chairperson welcomed all present.
* The chair presented their report: Objectives/achievements for the previous 12 months have been met.
* Thanks were extended to the various stakeholders for their support of the BVA and contribution made from the community, local businesses and law enforcement.
* Thanks were extended to Board members with special mention of the Village Manager, Treasurer and Secretary.

**Manager Kae Condon** presented the Manager’s written report to the 2022 AGM:* The Manager presented their report.
* Big thank you to Adrian Tyler and the Kaipatiki Local Boardfor their availability and all their efforts and hard work on behalf of BVA, Executive, and Birkenhead Licensing Trust.
 | **Resolution 3:** to receive and accept the Chairperson’s AGM 2022 report**Moved:** Jude Turner**Second:** Steve Simms**Carried****Resolution 4:** to receive and accept the Manager’s AGM 2022 report**Moved:** Jude Turner**Second:** Pete Taylor**Carried** |

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| 1. **Treasurer’s Report**
	1. **Annual Report & Audit Report**
	2. **Proposed Income & Expenditure Budget for 1 July 2023 to 30 June 2024 and increase to the Targeted Rate**
	3. **To adopt the 2023-2024 Business plan**
 | **Treasurer Adrianne Leslie** presented the Treasurer’s written report to the 2022 AGM:* The Treasurer presented their report

BVA Annual Report for the year end 30 June 2022 prepared by SBA Birkenhead was available to AGM attendees:* Adrianne Leslie made brief comment on the Annual Report.

BVA Independent Audit Report for the year end 30 June 2022 prepared by Hart & Co North Shore was available to AGM attendees:* Audit completed 23rd August 2022.

**Recommendation**: That the 2023-2024 Income and Expenditure Budget and Plan provided to the members at the AGM, be accepted and adopted as a budget and plan for the 1 July 2023 to 30 June 2024 Financial Year.That the Association note that there will be increase in the Association’s BID targeted rate grant for 2023/2024, resulting in a BID targeted rate amount of $216,063, which is an increase of **4.8%** or $9,896, to keep pace with inflation as recommended by the Executive Committee on **10th August 2022**. Further ask the KaipatikiLocal Board recommend to the governing body the amount of $216,063 be included in the Auckland Council draft 2023/2024 annual budget consultation process.Business Plan for the period 1 July 2023 to 30 June 2024 was provided prior to the AGM and discussed by the then committee, following this it was proposed that the AGM membership adopt the 2023-2024 budget and plan for the BVA. | **Resolution 5:** to receive and accept the Treasurer’s AGM 2022 report**Moved:** Adrianne Leslie**Second:**  Dominique Tuck**Carried****Resolution 6:** that BVA receive and approve the Audited Annual Report for the Financial Year 1 July 2021 to 30 June 2022**Moved:** Adrianne Leslie**Second:** Dominique Tuck**Carried****Resolution 7:** That Birkenhead Town Centre Association Inc. receive and approve the proposed income and expenditure budget for the 1 July 2023 to 30 June 2024 Financial Year. That the Association note that there will be increase in the Association’s BID targeted rate grant for 2023/2024, resulting in a BID targeted rate amount of $216,063, which is an increase of 4.8% or $9,896, to keep pace with inflation as recommended by the Executive Committee on 10 August 2022. Further ask the Kaipatiki Local Board recommend to the governing body the amount of $216,063 be included in the Auckland Council draft 2023/2024 annual budget consultation process.**Moved:** Jude Turner**Second:** Pete Taylor**Carried****Resolution 8:** that BVA approves the Business Plan for the period 1 July 2023 to 30 June 2024. That the Association note that the Executive Committee has authority under the Rules of the Association to make changes to the Business Plan as necessary through the period**Moved:** Jude Turner**Second:** Pete Taylor**Carried** |

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| 1. **Election of Members to Executive Committee**
	1. **Committee Nominations**
	2. **Chairperson, Secretary and Treasurer Nominations**
 | The candidates nominated for the executive committee of BVA were received in line with the constitutional rule 15.The members standing are for nine vacancies plus the Chairperson. The nominations having been received there for the ten vacancies including Chairperson.An election of members for the Executive Committee shall be carried out in accordance with 15.1.1.As a result AGM BVA members agreed the Committee of the following members: **Recommendation**: The nominations received for the 2022-2023 BVA Executive are as follows: **Executive committee:** * Adrianne Leslie - *The Hive Accounting*
* Bruce Yarnton - *Yarntons*
* Cheryl Posthouwer - *Base Accounting*
* Chris Ott - *OTT Patisserie*
* Dominique Tuck - *Kidzstuff Online*
* Jude Turner - *Crave Home*
* Pete Taylor - *Barfoot & Thompson*
* Steve Simms - *BBC*
* Suzanne Harper - *Auto Super Shoppes*
* Tony Cradwick - *Highbury Eye*

The chairperson be elected to that position in accordance with rule 15.An election for the appointment of the Chairperson shall be carried out**Recommendation**: The nomination for 2022/2023 Chairperson is Jude Turner.The appointment of Treasurer shall be carried out in accordance with rule 17.1 at Board meeting:**Nominee*** Adrianne Leslie - *The Hive Accounting*

The appointment of the Secretary shall be carried out in accordance with rule 16.2 at Board meeting:**Nominee*** Cheryl Posthouwer - *Base Accounting*
 | **Resolution 9**: that BVA approves and appoints the executive committee for 2022/2023 as recommended **Moved:** Tony Cradwick**Second:** Dominique Tuck**Carried****Resolution 10**: that BVA approves and appoints Jude Turner as chairperson for 2022/2023 **Moved:** Pete Taylor**Second:** Adrianne Leslie**Carried** |
| 1. **Appointment of Auditor**
 | Auditor’s appointment: BVA are required to appoint an auditor for the following period. **Recommendation:** To appoint Hart & Co North Shore as Auditor for 2022/2023 | **Resolution 11:** that BVA appoint Hart & Co as Auditor for the 2022/2023 financial year**Moved:** Jude Turner**Second:** Suzanne Harper**Carried** |
| 1. **General Business**
2. **Photo Presentation**
 | Kae played PowerPoint Photo Collage presentation of Village taken at events over prior 12 months. |  |

Meeting closed at 6:35 pm