

Transaction summary (please check before submitting)				Expand all ▾
Payee			Payment date	Amount
Celebrations Group Ltd			Fri 17 Sep '21	\$5,211.23 ▲
Statement details	Particulars	Code	Reference	
On your account	Xmas Tree	Deposit	INV-1816	
On their account	Xmas Tree	Deposit	INV-1816	
Grow West Ltd			Fri 17 Sep '21	\$10.78 ▲
Statement details	Particulars	Code	Reference	
On your account	GW-Google	INV-0168	Email	
On their account	NWC-Google	INV-0168	Reimburse	
Grow West Ltd			Fri 17 Sep '21	\$7,302.50 ▲
Statement details	Particulars	Code	Reference	
On your account	Grow West	INV-0167	ManagemFee	
On their account	NWC	INV-0167	ManagemFee	
Grow West Ltd			Fri 17 Sep '21	\$48.30 ▲
Statement details	Particulars	Code	Reference	
On your account	GW-ZOHO	INV-0169	Software	
On their account	NWC-ZOHO	INV-0169	Reimburse	
Grow West Ltd			Fri 17 Sep '21	\$21.03 ▲
Statement details	Particulars	Code	Reference	
On your account	Grow West	INV-0165	ZOOM	
On their account	NWC	INV-0165	ZOOM	

Recommendations: The committee agrees to pay the invoices/statements provided to the committee via Dropbox.

Moved: Mark

Seconded: Geraldine

Passed

4) Membership

- Database 6th September. 593

5) LOOP North West Festival

Mikee from LOOP has contacted me to recommend we do not progress with an event next year due to the uncertainty. We would need to be booking acts now for next year, which is difficult given the situation, and they feel it is better to focus on the 2023 event. They have indicated that The Hunting Lodge want a “more equitable return” for use of the facility, LOOP will advise what this actually means in dollar terms.

Next Steps:

Executive agree to defer North West festival until 2023.

Discuss options for what it would like to see approximately \$20,000-30,000 spent on this year.

Options could include;

- Smaller one off events organised at shorter notice

- Additional Christmas Trees for Waimauku, Riverhead or Parakai
- Matching grants assistance for flood affected businesses

See Flood Relief Fund item.

6) Business Development Grants

The first grant application has been received (see attached). The executive committee need to consider whether to provide this grant.

Background

- In June the committee agreed to implement a grants program as an initiative aimed at the service section membership. This would provide a 50% grant up to \$500 for any business wanting to undertake some training or other business development.
- The committee approved the Business Development Grants Program with a budget of \$10,000 for the next 12 months.
- The focus will be the trades and manufacturing sector.
- The executive committee will consider applications monthly.
- The program will be reviewed in 6 months to assess effectiveness and uptake.

Notes on application:

- Grant criteria are in appendix 1.
- Course and training provider have been checked and are legitimate: <https://www.pincandsteel.com/>
- Application is for \$500 however the fund is 50/50 so this would be \$450
- Meets criteria provided for grant application

Recommendations:

- *The committee approves the Business Development Grants application for NorthWest Physio +*
- *Approve the amount of \$450 incl GST on provision of receipt of payment and course completion.*

Moved: Mark

Seconded: Geraldine

Passed

7) Flood Relief Fund

During the flooding the association undertook a few initiatives ;

- We set up a Facebook group where people could offer donated goods and services.
- A Give a Little Page was set up, to date this has \$5140 donated. This was for families and businesses affected.
- Worked with Mitre 10 and Auckland Council Civil Defense to deliver out materials to assist people in need.
- The chair gave a number of interviews to the media.

We have had some applications for the fund however businesses may still be assessing their situation and could yet approach us for assistance.

Recommendations

The association send out an email survey to businesses in the flood affected area to gauge what their needs are and what areas we could offer assistance.

That the association offer a quick relief grant of \$1000 to affected businesses who are members. The total budget for this will initially be \$20,000.00

Moved: Guy

Seconded: Andy

Passed

8) BID Policy Review

The BID Team implemented a review of the Business Improvement District (BID Policy) (2016).

The review has focused on strengthening those parts of the policy relating to issue resolution and, following local board feedback, the financial sustainability of BID programmes.

The review also focused on elected member needs, identifying any political risks and mitigations and the independence of your organisations.

The draft BID Policy (2021) has been before the Finance and Performance committee at a workshop on 18 August. Feedback received has been incorporated into this version of the BID Policy (2021) and supporting documents (attached).

Staff are now seeking formal feedback from BID-operating business associations, BID affiliates and members on the draft BID Policy (2021) and support documents as attached.

The tables below summarise the changes. The supporting documents are provided by separate attachment.

Key change from current policy	Description	Note	2021 section, page
Issue resolution.	Improving the ability to resolve issues with a clear process in a timely manner.	An issue is identified as non-compliance with the BID Policy.	3.5, Requirement 24
BID Programme Funding Agreement (2021). Attachment B.	Replaced BID Programme Agreement (2016).	Advice received from Office of the Auditor General and legal services to clarify the relationship between the parties.	3.1, Requirement 18
Size and scale of BID programmes. Minimum BID targeted rate grant \$120,000. No change from 2016.	Minimum BID targeted rate grant \$120,000 remains. A new requirement for legacy BID programmes (11 in total) that currently receive less than \$120,000pa to increase their targeted rate up to that amount over the next five years. A variety of options are suggested to achieve this.	This requirement is a result of local board feedback on concerns to continually fund non-financially sustainable BID programmes.	1.4, Requirement 3 and 4.
Exceptional or unexpected circumstances.	Council may, at its discretion, depart from the requirement set out in section 2.4 (25% of total voting forms must be	Council will consider evidence of support to date, what is fair and any impact from amending the voting threshold mandate.	3.4.2

Key change from current policy	Description	Note	2021 section, page
	returned for the ballot to be valid.		
BID operating business association constitution (template 2016)	This supporting document was included as part of the current policy and now removed from the BID Policy 2021.	This allows the business association to amend their constitution to suit their local needs, on the basis it's not inconsistent with the BID policy. A template document is provided on the www.bid.auckland.govt.nz website.	1.1, 2.3.2 Requirement 12
BID operating executive committee board charter (template 2016)	This supporting document was included as part of the current policy and now removed from the BID Policy 2021.	This allows the business association to amend their board charter to suit their local needs, on the basis it's not inconsistent with the BID policy. A template document is provided on the www.bid.auckland.govt.nz website.	1.1, 2.3.2 Requirement 12

Minor changes to current policy	Description	Note	2021 section, page
Other council funding.	Organisational view on risk regarding BID-operating business association receiving other council funding.	The draft BID Policy acknowledges other council funding grants allocated to BID-operating business associations.	2.3.4, Requirement 16
Local boards – other roles.	Updated.	Refer to elected member conflicts of interest policy. A link to these documents can be found here	2.5.3
BID Annual Accountability Report (2021). Attachment C.	Name change from BID Annual Accountability Agreement (2016).	To include BID targeted rate grant amount and copy of AGM resolution.	3.2, Requirement 22, Table 2, item 9
Audit – provision for a review audit or full audit	Recognition of increased risk and increased reporting requirement based on the amount of targeted rate received.	Set as a sliding scale. BID targeted rate grants less than \$200,000 p.a. must commission a review audit BID targeted rate grants more than \$200,000 p.a. must commission a full audit	3.2, Requirement 23, Table 2, item 4
Rating mechanism - Flat rate	Lifted the maximum flat rate amount from \$500 to \$900 per rateable property.	To provide more flexibility for BID-operating business associations when considering BID programme budgets and the impact of BID targeted rates on ratepayers.	3.1.2

Next Steps

- The committee needs to decide whether or not to provide feedback.
- Feedback can also be provided to the Rodney Local Board representative on the BID.

Recommendations:

The committee provides the following feedback on the BID Policy Review to Vicki. Concern over increase in fixed charge amount, this would be very high for small businesses.

9) Helensville Christmas Parade

Update to the committee on the Helensville Christmas parade article in Helensville News.

<https://www.helensville.co.nz/helensvillenews/issues/2021/Helensville-News-September-2021.pdf>

10) Christmas Promotion

We need to start preparing for Christmas.

Possible Options:

- Additional Christmas Trees
- Christmas Promotion – prize draw type event
- Support a number of Christmas events that can be reasonably delivered
- Series of small events such as evening or weekend events like was proposed at Huapai Hub
- Working with Lions and or other community groups on small localised events in main shopping centres; for example Father Christmas visits: Riverhead / Kumeu / Huapai / Waimauku / Parakai etc on a sleigh with sweets or similar for photos, it could be done on an evening.

11) AGM

We will need to delay AGM until we are at a level that allows this.

12) Website Reskin

Still working on this, expected to be completed within the next month. The members site has been redone to make it easier to access and find information, this is in preparation for the new site.

Shared draft site with committee. Work to be done on photography and content.

Next meeting physical one, date / time, Venue. TBA – likely to be ZOOM if still in lockdown

Meeting closed: 10:35am

Appendix 1

North West Country Business Development Grants

Business Excellence Program



Background

As part of North West Country's business excellence program we aim to assist members by adding relevant promotional, training opportunities, mentoring and support to help grow their businesses.

We have identified a gap in business support for those in the manufacturing, wholesale or trades areas.

In 2021 we are offering grants of up to \$500 to businesses wishing to upskill or undertake training to help with the growth and development of their business.

Grant Criteria

We will fund;

- any form of training or learning that will assist in business development
- priority will be given to businesses in the manufacturing, wholesale or trades sectors including;
 - Accounting, Legal and Professional Services
 - Agriculture, Horticulture Materials & Industry Services
 - Building Materials, Plumbing, Electricians, Building, Consenting. Design and related services
 - Transport Services, Mechanics, Auto Electrician and Repair Services
 - Tourism
 - Wholesale & General Services

What we won't fund:

- travel and accommodation
- retrospective costs
- purchase of assets
- the same project or activity more than once in a financial year.

Funding available:

- Up to \$500 per business, per year.
- Funding is dollar matched, i.e. if the total training costs are \$1000 or more we will fund \$500, if it is less than \$1000 funding will be 50% of the full cost including GST.
- Grants are not paid in advance and will be paid to businesses when evidence of course completion and a GST receipt of payment is received by North West Country Inc.

Application Process:

- Applications can be received throughout the year.
- The North West Country Inc executive committee will consider and approve applications at their monthly meeting.
- Applicants will be advised in writing once the executive has considered applications.
- Applicants will need to fully complete the required form, indicating the type of training and what the expected benefits are.
- Grants will be payable on receipt of evidence that the course has been completed and paid for.