

CONFIRMED MINUTES

NWC EXECUTIVE MEETING



At the **Executive Committee Meeting** on **11 Nov 2025** these minutes were **confirmed as presented**.

Name:	NorthWest Country Incorporated
Date:	Tuesday, 16 September 2025
Time:	6:30 pm to 8:30 pm (NZST)
Location:	Country Club Huapai, 23 Vintry Drive, Huapai
Board Members:	James Scott, Andy Cummings, Mrs Sam Hayfield, Jane Clements, Robbie Hannon, Nicky Horsbrough, Teresa Nobilo-Healey, Andrew Howard, Kelly Perkinson
Attendees:	Mark Dennis, Danielle Hancock
Apologies:	Chrissy Pridmore

1. Opening Meeting

1.1 Welcome

1.2 Apologies



Apologies

The North West Country Executive Committee accepts the apologies from Chrissy Pridmore. Andy Cummings was absent.

Decision Date: 16 Sept 2025

Outcome: Approved

1.3 Confirm Minutes

NWC Executive Meeting 8 Jul 2025, the minutes were confirmed as presented.

Extraordinary Meeting 12 Aug 2025, the minutes were confirmed as presented.



Confirm Minutes

The minutes are confirmed as a true and accurate record of the July general meeting and the August extraordinary meeting.

Decision Date: 16 Sept 2025

Mover: James Scott

Second: Nicky Horsbrough

Outcome: Approved

1.4 Interests Register

Robbie Hannon noted a conflict of interest with item 2.2 as he is the Chair of the Waimauku Village Shopping Centre Body Corporate.

James Scott noted a conflict of interest with item 3.3 as Felicity Smith is as member of the Helensville District Health Trust.

2. Major Decisions and Discussions

2.1 Business Hub Lease Renewal



Business Hub Lease Renewal

The North West Country Inc Executive Committee approves the renewal of the business hub lease at 103C Mill Road, Helensville under the current conditions and costs.

The North West Country Inc Executive Committee delegates Chair James Scott to sign any lease renewal documentation.

Decision Date: 16 Sept 2025
Mover: James Scott
Seconder: Andrew Howard
Outcome: Approved

2.2 Waimauku Shopping Village Public Toilet



Waimauku Shopping Village Toilet

The North West Country Executive Committee approves the sponsorship of the Waimauku Shopping Village public toilet subject to final installation costs being covered by the available cash reserves.

An all accessible toilet building is not to be funded at this time.

Decision Date: 16 Sept 2025
Mover: James Scott
Seconder: Kelly Perkinson
Outcome: Approved



Waimauku Toilet

Query with Portacom:

1. how the toilet is insured and what is covered,
2. what cancellation clauses exist within the lease document,
3. the costs of installing a changing table
4. who undertakes vandalism repairs
5. who undertakes wear and tear repairs and when is the unit renewed.

Due Date: 30 Nov 2025
Owner: Danielle Hancock

2.3 North West Country Community Security Programme



North West Country Community Security Programme

It is noted that Business North Harbour pays \$65,000 per annum to have their area monitored from 6pm, 7 days a week with Vanguard who also provide a morning report, and note vandalism and illegal dumping. Kevin O'Leary offered to meet with Danielle Hancock and go over how the security programme operates at BNH.

The Executive Committee supports the initiative in principle however will not fund this programme from the targeted rate. If funds can be secured from an external location, the programme will be supported to move ahead.

Decision Date: 16 Sept 2025

Outcome: Not Approved



North West Community Security Programme - Chris Penk

Danielle Hancock and James Scott to meet with Chris Penk at their separate meetings and seek support to apply to the Proceeds of Crime fund to gain funds for this programme through his political office.

Due Date: 30 Nov 2025

Owners: Danielle Hancock, James Scott

2.4 North West Country Ambassadors



North West Country Ambassadors

Danielle Hancock to present the job description for this role to the Committee in the new calendar year.

Due Date: 31 Mar 2026

Owner: Danielle Hancock

2.5 Work Programme Update

3. Management Reports

3.1 Finance Report



Finance Report

The North West Country Incorporated Committee accepts the payments for July 2025 and approves the payments for August 2025 as attached.

Decision Date: 16 Sept 2025

Mover: James Scott

Seconder: Andrew Howard

Outcome: Approved



Treasurer

The North West Country Incorporated Executive Committee hereby authorises a change of Treasurer from Christine Pridmore to Kelly Perkinson, effective immediately.

Decision Date: 16 Sept 2025

Mover: James Scott

Seconded: Robbie Hannon
Outcome: Approved



Future Kumeu

Danielle Hancock to seek feedback from Future Kumeu regarding their position around the funding agreement and whether it will be accepted. There are pressures on the Committee to remove this funding liability for competing operational pressures. Feedback is to be sought by Friday 24th October.

Due Date: 30 Sept 2025
Owner: Danielle Hancock

3.2 Marketing Report



Marketing Report

The North West Country Executive Committee accepts the marketing report March - July 2025.

Decision Date: 16 Sept 2025
Outcome: Approved

3.3 Change of Accountant



Change of Accountant

North West Country Inc Executive Committee approves changing accountants to ECE Astute, Helensville from October 2025.

Decision Date: 16 Sept 2025
Mover: Nicky Horsbrough
Seconded: Andrew Howard
Outcome: Approved

4. Actions from Previous Meetings

4.1 Action List

Due Date	Action Title	Owner(s)
14 Jul 2025	Business Hub Emergency Plan Status: Completed on 8 Jul 2025	Danielle Hancock
14 Jul 2025	Christmas Tree Lighting Status: Completed on 14 Jul 2025	Danielle Hancock
14 Jul 2025	Kumeu Courier Cease and Desist Letter Status: Completed on 14 Jul 2025	Andrew Howard, Danielle Hancock
31 Jul 2025	Business Hub Public Information Status: Completed on 9 Sept 2025	Danielle Hancock
31 Jul 2025	Printed Copies of the Business Continuity Plan Status: Completed on 9 Sept 2025	Danielle Hancock
12 Aug 2025	Future Kumeu Grant Request - Extraordinary meeting Status: Completed on 14 Jul 2025	Danielle Hancock
12 Aug 2025	Review 3 Year Strategic Plan Status: Completed on 14 Jul 2025	Danielle Hancock
12 Aug 2025	Draft Annual Plan 2026/2027 Status: Completed on 14 Jul 2025	Danielle Hancock
16 Sept 2025	Operational Policy Subcommittees Status: Completed on 9 Sept 2025	Danielle Hancock

Due Date	Action Title	Owner(s)
16 Sept 2025	Business Plan for Christmas Trees Status: Cancelled on 9 Sept 2025	Danielle Hancock
16 Sept 2025	Business Plan for Business Hub Status: On Hold	Danielle Hancock
30 Sept 2025	Christmas Tree Installation events Status: Completed on 30 Sept 2025	Danielle Hancock

5. Close Meeting

5.1 Close the meeting

Next meeting: AGM 2025 - 14 Oct 2025, 6:00 pm

Approved decisions made between meetings



Flying Minute - We Care Trust Grant Applications

In order to apply to We Care Trust for community funds we need to attach resolutions from the committee that you support the funding applications. I am needing to seek funds to support re-usable signage for the Helensville Santa Parade and general funds for the Te Awaroa Helensville Heritage Festival.

I will seek \$4800 for Santa Parade Signs and \$10,000 for the Festival.

1. The North West Country Incorporated Executive Committee approves the application of a grant to We Care Trust to supply permanent and reusable signage for the Helensville Santa Parade.
2. The North West Country Incorporated Executive Committee approves the application of a grant to We Care Trust to support the delivery of Te Awaroa Helensville Heritage Festival 2025.

10 Supported: Andrew Howard , Andy Cummings , James Scott , Kelly Perkinson , Nicky Horsbrough , Sam Hayfield , Teresa Nobilo-Healey , Michael Yin - Michael approved , Robbie Hannon - Robbie approved , Tim VanderKraaij - Tim approved

0 Opposed:

0 Abstained:

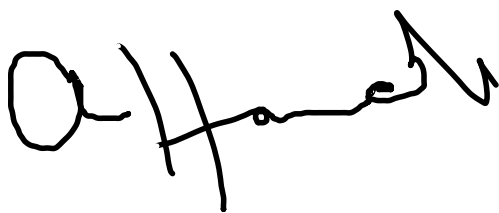
Decision Date: 1 Aug 2025

Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner(s)
2.2	Waimauku Toilet Due Date: 30 Nov 2025	Danielle Hancock
2.3	North West Community Security Programme - Chris Penk Due Date: 30 Nov 2025	Danielle Hancock, James Scott
2.4	North West Country Ambassadors Due Date: 31 Mar 2026	Danielle Hancock

Item	Action Title	Owner(s)
3.1	Future Kumeu Due Date: 30 Sept 2025	Danielle Hancock



Andrew Howard
17 Nov 2025