

# CONFIRMED MINUTES

## NWC EXECUTIVE MEETING



At the **NWC Executive Meeting** on **16 Sept 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	NorthWest Country Incorporated
<b>Date:</b>	Tuesday, 8 July 2025
<b>Time:</b>	6:30 pm to 8:38 pm (NZST)
<b>Location:</b>	Business Hub, 103c Mill Road, Helensville
<b>Board Members:</b>	Andy Cummings, James Scott, Michael Yin, Nicky Horsbrough, Robbie Hannon, Teresa Nobilo-Healey, Tim VanderKraaij, Andrew Howard, Mrs Sam Hayfield, Kelly Perkinson
<b>Attendees:</b>	Danielle Hancock, Mark Dennis
<b>Apologies:</b>	Chrissy Pridmore

### 1. Opening Meeting

#### 1.1 Welcome

#### 1.2 Apologies



##### Apologies

The North West Country Executive Committee accepts the apologies as noted.

Chrissy Pridmore and Tim van der Kraaij offered apologies.

Andy Cummings and Michael Yin were absent.

**Decision Date:** 8 Jul 2025

**Outcome:** Approved

#### 1.3 Confirm Minutes

**Executive Committee Meeting 13 May 2025**, the minutes were confirmed as presented.

**Extraordinary Meeting 3 Jun 2025**, the minutes were confirmed as presented.



##### Minutes Confirmed

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

**Decision Date:** 8 Jul 2025

**Mover:** Teresa Nobilo-Healey  
**Seconded:** Mrs Sam Hayfield  
**Outcome:** Approved

## 1.4 Interests Register

## 1.5 Public Forum - Future Kumeu



### Future Kumeu Grant Request - Extraordinary meeting

An extraordinary meeting to be held to discuss the funding request and prepare a response to Future Kumeu.

**Due Date:** 12 Aug 2025  
**Owner:** Danielle Hancock

## 2. Major Decisions and Discussions

### 2.1 Kumeu Courier Article



#### Kumeu Courier Letter

The North West Country Executive Committee approves the engagement of a lawyer to review the letter to the editor of the Kumeu Courier and determine whether the content is slanderous and defamatory.

The North West Country Executive Committee approves the engagement of a lawyer to send a cease and desist letter to Kumeu Courier to prevent publication.

**Decision Date:** 8 Jul 2025  
**Mover:** Nicky Horsbrough  
**Seconded:** Mrs Sam Hayfield  
**Outcome:** Approved



#### Kumeu Courier Cease and Desist Letter

Danielle to engage a lawyer to review the Kumeu Courier article and determine whether it has any slanderous and defamatory statements.

Danielle to engage a lawyer to send a cease and desist letter to the Kumeu Courier.

**Due Date:** 14 Jul 2025  
**Owners:** Andrew Howard, Danielle Hancock

### 2.2 Business Hub Back Up Power Supply



#### Business Hub Public Information

Danielle to ensure that all members of the business association and the wider business community are aware of the emergency hub and how it can be used, and that it is a service open to everyone. Danielle and Two Names to develop and deliver a marketing plan for the emergency hub.

**Due Date:** 31 Jul 2025  
**Owner:** Danielle Hancock

## 2.3 North West Country Risk Register



### North West Country Risk Register

The North West Country Executive Committee adopts the North West Country Risk Register as a living document and approves it being submitted to Auckland Council BID Team.

**Decision Date:** 8 Jul 2025  
**Mover:** Andrew Howard  
**Seconder:** Teresa Nobilo-Healey  
**Outcome:** Approved

## 2.4 North West Country Emergency Plan



### NWC Business Continuity Plan 2025

The North West Country Executive Committee approves the NWC Business Continuity Plan 2025.

**Decision Date:** 8 Jul 2025  
**Mover:** Andrew Howard  
**Seconder:** James Scott  
**Outcome:** Approved



### Printed Copies of the Business Continuity Plan

Print off a few copies of the Business Continuity Plan and keep them in strategic locations so they can be accessed during an emergency.

**Due Date:** 31 Jul 2025  
**Owner:** Danielle Hancock

## 3. Management Reports

### 3.1 Finance Report



#### Finance Report

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

As at 30 June 2025 the budget summary is:

Total Income \$223,347.24. NOTE: This excludes June accounts receivable expected to be \$7659.

Total Outgoings \$242,914.06

Cash Available as at 30 June 2025 \$109,819.91 consisting of:

Operating Account \$89,846.91 NOTE: We received an early BID payment of \$51,502.20.

Debit Card \$765.49

Savings Account \$19,207.51

7 Supported

0 Opposed

4 Abstained

**Decision Date:** 8 Jul 2025  
**Mover:** Chrissy Pridmore

**Outcome:** Approved

### 3.2 BID Targeted Rate Agreement

### 3.3 Auckland Council BID Policy Update 2025



#### Operational Policy Subcommittees

An agenda item will be added to the September agenda to discuss the establishment of operational sub-committees where operational policies can be developed and shared with the Auckland Council BID Team.

**Due Date:** 16 Sept 2025

**Owner:** Danielle Hancock

### 3.4 End of Financial Year and AGM Planning



#### AGM Planning

A review of the 3 Year Strategic Plan needs to be undertaken to make sure we are allowing enough resources for tourism and making the most of the opportunities with us at the moment.

Consideration needs to be given for a BID Manager support role to achieve the best value that we can for our members.

A 4.5% targeted rates increase needs to be assessed in the 2026/2027 budget to cover the lack of funds experienced through years of no increases while experiencing inflation.

**Decision Date:** 8 Jul 2025

**Outcome:** Approved



#### Review 3 Year Strategic Plan

At the August Extraordinary meeting, present a draft revised 3 Year Strategic Plan providing resources for tourism and maximising the benefits we bring to our members, including the establishment of a second business hub in Kumeu.

**Due Date:** 12 Aug 2025

**Owner:** Danielle Hancock



#### Draft Annual Plan 2026/2027

Provide a revised Annual Plan and budget for 2026/2027 allowing for a new role to be established to support the BID Manager that can be focussed on member engagement and adding value for members.

Include in the Annual Plan an increase to the targeted rate grant of 4.5% to cover the losses experienced from inflation.

**Due Date:** 12 Aug 2025

**Owner:** Danielle Hancock

## 4. Board Annual Work Plan

### 4.1 Work Programme Update



#### Work Programme Update Accepted

Work programme update accepted with actions.

**Decision Date:** 8 Jul 2025

**Outcome:** Approved



### **Christmas Tree Installation events**

Prepare a plan to encourage local businesses and the community to run events associated with the installation of the Christmas Trees. Notify these events six weeks out from the date of installation.

**Due Date:** 30 Sept 2025

**Owner:** Danielle Hancock



### **Business Plan for Christmas Trees**

Prepare a business plan for the Christmas Trees, including the proposed live tree in Helensville, that details the costs and benefits of the activity, and define success measures.

**Due Date:** 16 Sept 2025

**Owner:** Danielle Hancock



### **Business Plan for Business Hub**

Prepare a business plan, including a profit and loss analysis, for the business hub including an analysis of proposed cost increases to venue hire fees. The hub is an income-generating asset that can provide income to fund other valuable services to our members.

**Due Date:** 16 Sept 2025

**Owner:** Danielle Hancock



### **Work Programme Update**

The North West Country Incorporated Executive Committee accepts the work programme update for May and June 2025.

1. The electrician has looked at providing power to the Helensville Norfolk Pine tree for lights and has approval to take power from the Caltex sign. However, due to health and safety restrictions the power must be 12V to avoid harm to the general public. Low voltage lighting is very limited and Andy Cummings and the Manager are currently reviewing options.
2. The mural on Barfoot and Thompson wall has begun.
3. The Helensville Heritage Festival has been accepted as part of the Auckland Heritage Festival. Two grants have been submitted for \$800 each to subsidise the \$40,000 event and an application was made to meet with the Regional Events Grants Team to discuss a larger grant.
4. North West Country Business Awards 2025 launches on 15th July calling for registrations. We have established 6 sponsors offering a total contribution of \$6,500 and a further \$1,500 of in-kind services.
5. Andrew Howard, Robbie Hannon and the Manager met with Richard Cathro of Barfoot and Thompson about how we can manage tenancies in the Waimauku Shopping Centre better.
6. The new furniture has been ordered and installed. The marketing of the hub upgrade is planned. It is proposed to increase rental fees of the space by 15%.
7. The Manager met with Gregg Anderson from Matakana Coast Tourism to discuss a national cycle trail planning through our area, and how to establish a Destination Tourism Operator in the North West to attract tourism spend and deliver the trail.
8. Grants have been received for the back up power supply for the business hub. A total of \$15,000 have been awarded. The Harcourts

Foundation \$5,000 will be used to cover the cost of the purchase and installation of the generator. The Auckland Council grant will be used to cover the cost of an all weather housing and platform for the generator, storage cupboard in the hub, and fuel cans.

11 Supported

0 Opposed

0 Abstained

**Decision Date:** 8 Jul 2025

**Mover:** Danielle Hancock

**Outcome:** Approved

## 5. Actions from Previous Meetings

### 5.1 Action List

Due Date	Action Title	Owner(s)
23 Nov 2024	Appointment of Christine Pridmore <b>Status:</b> Completed on 24 Jun 2025	Chrissy Pridmore
23 May 2025	Marketing Contractor recommendation from Mark Dennis <b>Status:</b> Completed on 24 Jun 2025	Mark Dennis
5 Jun 2025	Engaging Two Names <b>Status:</b> Completed on 12 Jun 2025	Danielle Hancock
30 Jun 2025	Acoustic Panel Colour <b>Status:</b> Completed on 24 Jun 2025	Danielle Hancock
14 Jul 2025	Risk Register Development <b>Status:</b> Completed on 23 May 2025	Danielle Hancock, James Scott
14 Jul 2025	Business Hub Emergency Plan <b>Status:</b> Completed on 8 Jul 2025	Danielle Hancock
14 Jul 2025	Business Hub Furniture Upgrade <b>Status:</b> Completed on 12 Jun 2025	Danielle Hancock, Nicky Horsbrough
14 Jul 2025	Christmas Tree Lighting <b>Status:</b> Completed on 14 Jul 2025	Danielle Hancock
14 Jul 2025	Regent Theatre Mural <b>Status:</b> Completed on 12 Jun 2025	Andy Cummings, Danielle Hancock

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** NWC Executive Meeting - 16 Sept 2025, 6:30 pm

### Approved decisions made between meetings



#### NorthWest Community Forum

The North West Country business association BID Manager has been approached by Guy Wishart (Rodney Local Board) seeking that we establish a NorthWest Community Forum under the umbrella of NWC.

This will be a group of business association members, residents and ratepayer groups, Rodney Local Board and key interest groups to come together quarterly and provide a forum to update everyone on developments and community issues.

This forum would also provide a space for guest speakers, and a North West Country voice when advocating for infrastructure, investment and best practice outcomes.

It is anticipated that this would take up roughly 10 hours per quarter for the BID Manager and be another way to showcase the value we bring to our community.

It is anticipated that, with this Executive Committee vote, the establishment of the forum can be announced by North West Country and interested parties called for.

**6 Supported:** Andrew Howard , James Scott , Nicky Horsbrough , Teresa Nobilo-Healey , Tim VanderKraaij , Sam Hayfield - I think this is a great way to get the voices of the community.

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 23 May 2025

**Outcome:** Approved



### **Business Assistance Grant - Aisling O'Brien Photography**

**North West Country Executive Committee approves a Business Assistance grant of \$500 to Aisling O'Brien Photography for the repair to her photography studio and office.**

Aisling O'Brien Photography is seeking a grant of \$500 to help repair damage to the photography studio sustained through Cyclone Tam. Total cost of repairs \$4,000.

Our photography studio sustained significant damage to our doors during the Easter 2025 storm, requiring urgent replacement. The doors were blown in, leaving the studio vulnerable and insecure, affecting our ability to operate and serve our clients. We are currently underway with repairs, but the costs are considerable. This grant would go towards helping us complete the project as soon as possible. Estimated completion date: end of June 2025.

Insurance would only pay for a replacement of the original roller doors which would put us back in exactly the same vulnerable position in the next big storm.

I lost so much of my studio equipment which I've been collecting over the last 10 years in the Easter storm. So much was irreplaceable and I really don't want to risk that again with the same old roller doors back in.

We were lucky enough that James builder friend had materials left over from a project so he built a wall on one of the gaps and our friends at Storageville have given us a ranch slider they were replacing. We're using Ollie at Glass Lab to fix it up and replace other glass panels that were broken in the storm.

For the customer facing side, we've got another local business T.G.

Contracting, to fabricate a steel framed sliding barn door. This will be so much more secure, weather proof and change the whole look of the studio. This is the one that's going to cost us a bit but the security and peace of mind will be so worth it.

Any help we could get towards this would be so gratefully received. It will make such a difference to the security of my business as well as the aesthetics for exterior of the studio. Also, its going straight back into another local business!

**5 Supported:** Andrew Howard , Kelly Perkinson , Nicky Horsbrough , Sam Hayfield , Tim VanderKraaij

**0 Opposed:**

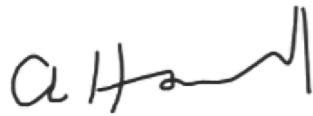
**0 Abstained:**

**Decision Date:** 23 Jun 2025

**Outcome:** Approved

## New Actions raised in this meeting

Item	Action Title	Owner(s)
1.5	Future Kumeu Grant Request - Extraordinary meeting <b>Due Date:</b> 12 Aug 2025	Danielle Hancock
2.1	Kumeu Courier Cease and Desist Letter <b>Due Date:</b> 14 Jul 2025	Andrew Howard, Danielle Hancock
2.2	Business Hub Public Information <b>Due Date:</b> 31 Jul 2025	Danielle Hancock
2.4	Printed Copies of the Business Continuity Plan <b>Due Date:</b> 31 Jul 2025	Danielle Hancock
3.3	Operational Policy Subcommittees <b>Due Date:</b> 16 Sept 2025	Danielle Hancock
3.4	Review 3 Year Strategic Plan <b>Due Date:</b> 12 Aug 2025	Danielle Hancock
3.4	Draft Annual Plan 2026/2027 <b>Due Date:</b> 12 Aug 2025	Danielle Hancock
4.1	Christmas Tree Installation events <b>Due Date:</b> 30 Sept 2025	Danielle Hancock
4.1	Business Plan for Christmas Trees <b>Due Date:</b> 16 Sept 2025	Danielle Hancock
4.1	Business Plan for Business Hub <b>Due Date:</b> 16 Sept 2025	Danielle Hancock



Andrew Howard  
Chair  
28.11.2025