

# MINUTES OF ANNUAL GENERAL MEETING

**Date** Monday, November 20th 2023  
**Venue** Papatoetoe Cosmopolitan Club  
 53 Rangitoto Road Papatoetoe  
 Auckland 2025  
**Time** 7.00 pm

---

## 1. WELCOME

Chairman Albert Lim welcomed members, and the required quorum was met to conduct the AGM meeting. A special welcome was extended to Otara Papatoetoe Local Board Members and Ross Robertson as guests.

**Motion 1:** Mr Jay Mistry is appointed interim Chairman to conduct the Annual General Meeting on behalf of the Papatoetoe Central Mainstreet Incorporated Society.  
 Moved: Jessica Lim  
 Seconded: Tony Li

MOTION CARRIED

## 2. PRESENT

(As recorded on the Attendance Register)

Rana Judge( Town Centre Manager), Albert Lim ((Property), Jayesh Mistry (Meeting Facilitator), Jessica Lim (Gas Kolmar), Kristle Tapatau (Visitor), Ileatti (lulu Fashion), Van Tac Tran & Brandon (Kolmar Laundry), Carson Ma (Carson BBQ & Takeaway), Tony Li, Lina Li (Tony's Healing hands), Shu Deng Ye, Alex (Takeaway), Le Tran (property), Yu Ging he (Sweet Clothing), Le Tran and Yu he (Papatoetoe Roast), Sam, Chan (Hot Bread Bakery), Dean Lee (Property), Brandon (Kolmar Laundry, Ross Robertson, Jeff Tukua (Kamatu), Amandeep Parmar(OBA), Le Hung Tran (Property), Vi Hansia (OPLB)Ofa Dewes (OPLB)

## 3. APOLOGIES

Jag Singh, Kantilal

**Motion 2:** That the apologies be accepted.  
 Moved: Van Tac Tran  
 Seconded: Jessica Lim

MOTION CARRIED

## 4. CONFIRMATION OF PREVIOUS ANNUAL GENERAL MEETING MINUTES HELD ON NOVEMBER 8TH 2022.

The previous minutes were distributed to members at the meeting.

**Motion 3:** That the minutes of the previous Annual General meeting be accepted as read.

Moved: Van Tac Tran  
Seconded: Aman

MOTION CARRIED

## 5. MATTERS ARISING FROM THE PREVIOUS AGM

There are NO matters arising from the previous AGM.

## 6. CHAIRMAN'S ANNUAL REPORT

Kia Ora, good evening; it is my pleasure to deliver my eighth annual report as chairperson of the Papatoetoe Central Main Street Society.

In the wake of COVID-19, changes to societal norms, rising living costs, and rampant crime present additional challenges to businesses across New Zealand. Retailers must adjust to the dynamic spending habits of their patrons, but also continue to provide value to any inflated pricings. We must report all incidents and support each other.

Since our last Annual General Meeting, despite a lack of funding, we have continued our well-received Town Centre events and promotions in accordance with our strategic plan, which aims to generate traffic and cultivate positive attitudes to encourage our community to support our businesses:

We did not let rain ruin our parade when we successfully held the Papatoetoe Santa parade and attracted thousands of spectators, followed by a packed Christmas party with a free concert and a free kid's fun park.

Santa with his elves made his annual visit on his sleigh to our Town Centre over a number of days in December, to spread the Christmas Spirit. Christmas carols were sung by a choir in front of the Town Hall, which, along with the heritage lamp poles, were adorned with festive decorations.

For Chinese New Year, we held performances in front of the Town Hall, with a traditional lion dance going around the Town Centre. Lollies and balloons were handed to children and face painting was offered.

Easter celebrations included bunnies handing our easter eggs to shops, public, and especially children, over several days.

ANZAC day was commemorated with traditional wreath laying.

Our inaugural Food festival was held in May to showcase our Town Centre as an exciting friendly environment, with great food and performances including dancing and live music. With public feedback being overwhelmingly positive, this new event was a resounding achievement.

We celebrated Matariki with a festival in July, it included cultural performances from Polynesian, Scottish, Chinese groups, and of course Kapa Haka. Free face painting, balloons, sausages and lollies were provided, and additional free food was provided by the Hare Krishna community group.

Matching the theme of the Matariki, I presented Korowai on behalf of the Society, to outstanding contributors to Papatoetoe, and the recipients were: Ross & Grace Robertson, Noel Robinson, David Wyllie, Jenny Clarke, Father Maurice Ford, Jeff Tukua, and the Otara-Papatoetoe Local Board.

The dazzling lights around our Town, much like our roading, have been undergoing maintenance, and we are pleased to announce the addition of the Burnside Park tree light fixtures, which aim to generate traffic, increase safety through illumination, and to celebrate festivals all year round.

For Diwali, the Town was lit up with our tree lights, sweets and lollies were handed out to the shops and public.

In these uncertain times, it is paramount to not only embrace the revitalisation of Old Papatoetoe, but to also contribute to it. For instance, Jess has started a free Tai Chi class for senior citizens, which is an example of building good relationships with our community. Looking forward to the immediate future, we are holding the Papatoetoe Santa Parade followed by a Christmas Party on Wednesday, December 6th.

I would like to take this opportunity to thank the Executive Committee and Town Centre Manager Rana Judge for their support and efforts over the past year.

A special thank you to Executive Committee Member Jessica Lim for her continued hard work, time, and contributions towards coordinating promotions and events.

I wish you all well. Be safe and stay healthy. Thank you. Let's continue to support one another and work together for a better Old Papatoetoe! Kia Kaha!

Albert Lim

Chairperson

**Motion 4:** That the Chairman's Annual Report be accepted.

Moved: Jessica Lim

Seconded: Tony Li

MOTION CARRIED

## 7. MANAGER'S ANNUAL REPORT:

## ACKNOWLEDGMENTS

I extend my gratitude to the esteemed Papatoetoe Central Main Street Society board members, dedicated council officers, committed retailers, the local community, and our vigilant police officers. Special appreciation goes to the Local Board members for their unwavering support in helping us realise our objectives.

## BUSINESS PROMOTIONS

Over the past two years, we have successfully rebounded from the challenges posed by Covid-19 and are now thriving in the market. Despite operating within tight budget constraints, we are diligently leveraging our limited resources to offer a diverse range of products and services from numerous stores in Papatoetoe. Our marketing efforts encompass a strategic blend of website utilisation, social media engagement, weekly posts, and monthly newsletters, all aimed at effective advertising and branding.

To bolster our retailers, we provide various forms of support, including printing materials, small business guidance, monthly newsletters, social media presence, and blogs.

## EVENTS

Our recent Santa Parade celebrations marked a triumphant return after being cancelled the previous year due to COVID-19 restrictions. This year, our inaugural food festival was a resounding success. We also commemorated various events, including Chinese New Year, Easter promotion, Papatoetoe Food Festival, Matariki, Xmas promotion, and Shop & Win promotion.

## TOWN BEAUTIFICATION AND SAFETY INITIATIVES

In collaboration with Eke Panuku Development, we are actively enhancing our town centre. The Chamber walkway is set for an upgrade to attract more customers, and our broader goal is to transform Old Papatoetoe into a safe and welcoming destination. We diligently monitor and address issues such as window washers, bikers, and antisocial behaviour on a daily basis, ensuring a secure environment for all. Our close partnership with the Police involves the collection of data on offenders, leading to an impressive arrest rate of approximately 95%.

## WEBSITE & SOCIAL MEDIA

We have intensified our presence on social media platforms, particularly Facebook and Instagram, to strengthen our relationships with stakeholders. Regular updates on government news and policies are provided to retailers to maximise their benefits from various schemes. We actively encourage retailers to establish their online presence and embrace social media.

## BUSINESS SUPPORT

Seeking support in key areas such as promotions, digitalisation, beautification, business sustainability, market outlook, and strategic planning is crucial for positioning Old Papatoetoe as a premier shopping destination. Our ongoing commitment is to identify realistic and achievable goals that contribute positively to our stakeholders and the community.

## OUTLOOK FOR 2023/2024

Looking ahead, the Papatoetoe Business Association anticipates continued business growth, a

reduction in crime and truancy, and an increase in family-oriented events for the year 2023/2024. The sustainability of our association is vital to the success of the Town Centre, and we are dedicated to exploring funding opportunities and profitable ventures.

## APPRECIATION

I express sincere thanks to our Chairperson and Executive for their dedicated efforts and support throughout the year. In closing, I am confident that our collective endeavours will pave the way for an ambitious and forward-looking future, providing a robust framework for economic growth in these challenging times. The Papatoetoe Business Association remains steadfast in delivering stable and quality services for our Town Centre. I extend heartfelt thanks to everyone for their unwavering support.

### Rana Judge (Manager)

**Motion 5:** That the Manager's Annual Written and Verbal Report be accepted

Moved: Jessica Lim

Seconded: Tony Li

MOTION CARRIED

## 8. TREASURER REPORT:

Thank you for the opportunity to update you on the financial situation on the Papatoetoe Central Main Street Society.

The auditor's report has been completed by BVO Chartered Accountants and a copy is available on our website.

We have received a clean audit.

Our revenue of \$150,128 comprises of targeted rate grant of \$100,692, other grants of \$39,600, interest on deposits of \$6,039 & other revenue of \$3,796.

Our expenses mainly comprised of \$53,599 in employee related costs along with \$25,496 in banking & CCTV monitoring costs, \$10,375 towards entertainment & marketing, \$74,758 towards Chinese New Year, Easter, Papatoetoe Food Festival, Matariki, Christmas, Santa Parade events, expenses, \$14,082 in office and administrative costs and \$16,186 in professional fees and services. Our Audit fees & depreciation comprised of total \$5,493.

We made a net loss of \$51,671 for 2022/23 year which was met through our cash reserves.

All bills are received, checked & verified and presented for payment. Once the nature of the bills are verified, the payment is approved by 2 separate committee members.

We use XERO accounting system and all transactions are coded and reconciled every month. At the end of the financial year, our accountants prepare our financial statements and get the Auditors to check and verify our financial statements to ensure we meet in accordance with Public Benefit Simple Format Reporting – Accrual standards of compliance.

Thank you

### **Rana Judge (Treasurer)**

**Motion 6:** That the treasurer report to be accepted.  
 Moved: Youesi  
 Seconded: Tony Li

### **9. AUDITED FINANCIAL REPORTS:**

The Audited Financial Statements were distributed to Members at the meeting.

- a. Approve Audited Financial Accounts to year ending June 30th, 2023.
- b. Approve Proposed budget for 2023/2024
- c. Move to Approve the following financial year **2024/2025** draft budget which includes a BID targeted rate grant amount of **\$100,692**, including a **0%** increase to the BID targeted rate grant for 2024-2025 financial year. Further ask the **Otara Papatoetoe** Local Board recommend to the Governing Body the amount of \$100,692 be included in the Auckland Council draft **2024-2025** annual budget consultation process.

**Motion 7:** That the Audited Financial Statements be accepted.  
 Moved: Albert Lim  
 Seconded: Tony Li

Motion Carried

**Motion 8:** That the proposed budget for 2023/2024 and indicative budget for 2024/2025 financial year which includes target rate 0% over 2024/2025 budget be accepted.  
 Moved: Albert Lim  
 Seconded: Tony Li

Motion Carried

### **10. BUSINESS PLAN:**

**Motion 9:** That the Papatoetoe Central Main Street Society approves the Business plan for the year 2024-2025.

Moved: Aman  
 Seconded: Albert Lim

Motion Carried

## 12. APPOINTMENT OF AUDITOR:

David Knightly (Blackmore Virtue & Owens) for the year ending 2024.

**Motion 10:** That David Knightly (Blackmore Virtue & Owens) be appointed as Auditor for the Society.

Moved: Jessica Lim

Seconded: Aman

MOTION CARRIED

## 13. ELECTION OF EXECUTIVE COMMITTEE:

**a) Number of Full Members who applied for the Executive Committee:** 10 members.

**b) Successful Candidates:** in no particular order

Albert Lim	26 Kolmar Road Property owner
Jessica Lim	Gas Kolmar Road.
Kantilal Vallabh	73 St George Street Property owner
Tony Li	Ji Sheng tang Health Centre ltd
Sam Nang im	Hot Bread Bakery
Stephen Graham	Papatoetoe Funeral Cottage
Shu Deng Ye	Sweet Clothing
Jagdeep Singh	Bhalla Fresh Bake house
Van Tac Tran	2/30 Kolmar rd. Property
Carson Ma	Carson BBQ

**Motion 11:** That the 11 Members listed above have been elected as the Executive Committee for the 2022/2023 year.

Moved: Michael Lee

Seconded: Aman

MOTION CARRIED

## 14. ELECTION OF OFFICERS:

a) The positions of Chairperson, Secretary and Treasurer for the 2023/2024 year will be elected by the Executive Committee at their first meeting. Accordingly, an election will not be held for these positions at the Annual General Meeting.

## 15. CLOSE MEETING: 8.10 pm