



MINUTES: Parnell Business Association Monthly Committee Meeting

4pm, 28 Nov 2017

144 Parnell Road

1. Welcome: Paul van Dorsten

Apologies: Jeff McCarthy, John Bardebes, Ken Crosson, Ricky Reddy, Stephen Jones, Vernon Tava.

Attendees:

Committee Members: Brendan Drury, Carey Oldfield, Jason Galea, John Coutts, Lisa Caughey, Lisa Stone, Martyn Hamilton, Paul van Dorsten

Parnell Business Association: Cheryl Adamson, Carolyn Keep

Approval of circulated minutes from Oct meeting

Moved by..... Jason Galea Seconded by..... Brendan Drury, all in favour

2. Heath and Safety

Cheryl talked through all the required Council H&S processes and noted that she had put The Waiters Race correspondence in the Dropbox folder for committee to see. Although this documentation is thorough, in the recent Health & Safety meeting, Ricky had suggested that PBA needs to do their own Health and Safety event doc to pass to stakeholders/stallholders etc. A suggested template was being worked on and would be used for Dec 15 Market as this posed potential risks with children on bikes etc. Cheryl said this would be completed and circulated to the committee pre the event.

Martyn asked if we have all our vendors' H&S policies and Cheryl replied that for all the regular vendors we do, and for the markets we have had the public liability policies of all the market organisers/sub contractors.

In terms of insurance, both Cheryl and Paul had been chatting to 2 different brokers to offer a comparison between what we currently have and what they suggested. We did have legal cover, but not in the case of negligence. Paul would revert once his broker had replied.

3. Post AGM/New Board

- **Board Charter** - was short of just one more signature.
- **Sub Committees** - Paul van Dorsten responded to this topic as raised at the previous meeting and explained that he and Cheryl had discussed suggested sub committees to align with the 5 areas in our Strategic Framework, plus an additional 3 other areas as follows: Paul van Dorsten will overlap in several areas.



- Advocacy & Representation – Paul, Jason, JohnC (specifically on some transport issues)
- Crime Prevention – Jeff and JohnB on First Contract and Martyn on CCTV
- Marketing & Communication – LisaC, Brendan
- Member Network – LisaS, Ricky
- Environment & Infrastructure – Ken and Stephen
- Health & Safety – Ricky
- Policy & Governance including review of Strategic Framework and prioritising KPI's – Carey and Paul
- Budget and Finance – Jason and Paul

Carey asked if there would be regular meetings with each sub-committee. Cheryl responded that certain sub committees would be very project based e.g. transport and marketing, whereas others may be quarterly. It was agreed that at every quarterly review, each Sub Committee provide review and report back at process/status.

2. Quarterly Review

- Paul opened the discussion on the new format of the Quarterly Review with a discussion reviewing our goals and whether or not they were appropriate. It was agreed we would amend the first goal on spend and transactions to be in relation to trends experienced in all of Auckland.

Resolution – to change the first goal to read. Grow total spend in Parnell by 50% higher than the average 'all of Auckland' as measured by Market View.
Moved...Carey Oldfield Seconded by.....Lisa Stone, all in favour

- Cheryl apologised that the update on discretionary spend had not been included and said she would put in the Dropbox.
- The next quarterly report would be end Feb

3. First Security Contract

Cheryl noted that so far she was very happy with the performance of First Security, their reporting was easy to follow and their response to request very good. Brendan added that he was impressed that they brought to his attention a faulty rear door.

4. CCTV contract

- Martyn said he was hopeful that a demo would be up and running in the next week.

5. Council and Transport – as per report

- Cycle lane Gladstone Road – Jason commented that we were concerned at the recent communication from AT, inferring that the stakeholder workshops had produced a desirable result and they were in final design phases. PBA had tabled a letter in response and were waiting to meet AT. Jason said he thought we should be trying to get together with other BID's with a co-ordinated strategy against



AT, especially given the recent negative press about Westmere and West Lynn. A suggestion was made to jointly hire the services of a professional PR company. Jason and Cheryl would be meeting some of the other BIDs and would revert.

6. Marketing and Promotions

- Markets
 - Neighbour Rachael Burn. Cheryl explained that her and Lisa had attended the monthly meeting of the Waitemata Local Board at which Rachael had made a deputation against the markets. We now need to present a review to the WLB, but the current permit still stands. LisaC said she had written a letter in support and Carolyn was collecting comments via social media. It was suggested we conduct a survey/petition at the next one. Rachael had also contested the markets were infringing on bylaws.
 - Next Paws in Parnell, 2 Dec
 - Baker and Bloom 15 Dec. Preparation was in full swing for this event including a kiddies component called Pimp your Wheels.

7. Financial & Staff/Housekeeping – nothing further was discussed

8. Other business?

- Paul asked for an update on 195. Cheryl said Jeff had reported that the owner was considering doing something to the roof, which may be done in January. The meeting agreed that should this not take place, we should revert to our plan of the Contravision vinyl option and ideally this should take place before CNY.

The next meeting would be the 30th Jan 2018, 2 York Street