



KERIKERI SPORTS COMPLEX



Minutes of Board Meeting held

Monday, April 12, 2021

at Kerikeri Sports Complex

Meeting Opened 6.10pm

Chair: Robert Groome

Present: Graham Wilson, Robert Groome, Ange Barker and Rachel Smith (FNDC Representative)

Apologies: Dot Dromgool and Marty Robinson (Community Member)

In Attendance: Rick Shrubshaw and David Collins, Kerikeri Squash Club

Conflicts of Interest: Nil

Minutes: Previously emailed. Accepted as a true and correct record of the meeting held on March 8, 2021

Matters Arising:

1. Emergency evacuation site update/Civil Defence (refer to GB)
2. KKNC Canteen Lease

Robert/Ange

Passed

Correspondence In:

- BDO – quote to prepare End of Year Financial Statement 2021 \$1,000 + gst (\$1,150) (Received)

Correspondence Out:

- GST Return February/March refund \$194.17

Financial Report: Financial reports of March 31 and April 9, 2021 previously emailed.

Accounts approved for payment:-

- \$ 942.14 A-Z Cleaning Services – annual clean
- \$ 155.68 Vodafone - \$72.97 (April/May) KSC, \$82.71 (Mar/Apr, Apr/May) KKRC
- \$1,155.00 R Neale, Coordinator's Contract 1/2/21 to 31/3/21 38.5 hours @ \$30

Graham/Robert

Passed

General Business:

1. Kerikeri Squash Club:

The Board welcomed Dave Collins and Rick Shrubshaw, Members of the Kerikeri Squash Club to the meeting.

Dave advised the resource and building consents have been issued by Council. Costs to build the facility have escalated and are now in the vicinity of \$1.4 million. Squash is looking for different cost saving options in their initial design and would like to propose the joint use of Netball's women's ablution facility with the Squash Women.

Dave will forward a letter of proposal to the Kerikeri Netball Centre.

Squash previously applied to Foundation North for funding but their application was declined.

When asked about building only two courts instead of the proposed four, Squash felt it was financially better to build the shell for four and perhaps only fit out two at the initial stages.

Dave and Rick left the meeting at 6.40pm.

2. Playground update:

Ange has lodged a funding application for \$10,000 with the Oxford Trust. KKRC have granted \$5,000 and KKNC have guaranteed \$2,500 over two years. Other companies have come on board with donations 'in kind' including a \$9,000 donation from Ninety Degree Kitchens. Recreational Services Limited have offered a donation of \$8,000. The account is almost up to \$43,000 in total.

Ange will organise some A3 plans to be displayed on the notice board inside the function room and other places around the complex grounds.

Ange

3. AGM:

The proposed date is Monday, July 26. (This is subject to the completion of the EOY financial statement.)

4. Fire evacuation training programme:

The Board Members present completed an emergency fire drill in accordance with the Fire Evacuation Training Program as prepared by the Far North District Council. There were no areas of concern and members were able to evacuate the building in 5 minutes from the alarm sounding.

Coordinator

A copy of the notification will be forwarded to Fire and Emergency, Auckland.

5. Kerikeri Scouts/Waipapa Rotary Club:

The Board approved the booking of the Complex from 11.00 am Thursday, November 4 to and including 7.00 pm Saturday, November 6, 2021 for the Waipapa Rotary Club book fair free of charge.

6. 2021-2022 Fees:

The members agreed that the hireage fees remain as per status quo for the 2021/2022 financial year. However some rates needed adjustment so as to be consistent throughout the fee schedule.

As from April 1, 2021 a bar tenders fee of \$100 will apply to all bookings of non-affiliated members. The Coordinator will notify KKRC who will issue an invoice to the KSC.

KERIKERI SPORTS COMPLEX – HIREAGE FEES 2021-2022

ITEM	NOTES	FULL	HOURLY	BOND
Entire Complex	Incl Grounds	\$1150	\$575 (up to 4 hours)	\$1150/\$575
Function Room (includes full use of kitchen and set up/clean up either side)	1 – 40	\$290		Bond set at the discretion of the Committee
	41-100	\$460		
	100+	\$575		
	Community Rate	\$5 per hour minimal kitchen use ⁵	\$20 per hour ¹	
	Commercial Rate	\$10 per hour minimal kitchen use ⁵	\$30 per hour ¹	
	Funeral	\$345		
Meeting Room²	Community Rate ³	\$70	\$10 per hour \$35 (up to 4 hours)	Nil
	Commercial Rate ⁴	\$140	\$20 per hour \$70 (up to 4 hours)	Nil
School, BOI, Northland rugby or netball		\$115		Nil
Training workshops e.g. rugby smart		Free		Nil
Kitchen Only	Excl. Deep Fat Fryer	\$175	\$35 per hour \$105 (up to 4 hours)	Bond set at discretion of the Committee
Bartender's Fee	Applies to non-affiliated members	\$100 per event		Or at the discretion of the Committee
Liquor Licence Processing Fee		\$30		
Special Liquor Licence Application Fees	Determined by the FNDC (refer to their website)			

Ange/Marty

Passed

¹ Rate does not include use of the kitchen

² Meeting Room Rate only includes tea and coffee making facilities and not kitchen use

³ Community Rate – applies to voluntary organisations or societies

⁴ Commercial Rate – applies to organisations that on charge to customers to make a profit

⁵ Tea and coffee facilities

Updated March 2021

7. Kerikeri Sports Complex – Emergency Evacuation Site:
Kerikeri Sports Complex is not an official community centre in the event of an emergency however the Board Members would like to offer the Complex facilities and begin the process to become an official site. The Coordinator will liaise with Bill Hutchinson, Civil Defence Officer, NRC.

A master key will be left with Riverview Primary School so they may gain access in the event of an emergency. The Coordinator will contact Bay Lock n' Alarm to organise this.

Coordinator

8. North Able booking enquiry:
North Able is potentially looking for a premises to hire one day a week for the next two years to run activities, games, crafts etc. for approximately 20 people with disabilities. The hireage rate is the current commercial rate of \$30 per hour inclusive gst plus a \$200 refundable bond and any kitchen hireage fees. The Coordinator will meet with North Able on Thursday, April 22nd to view the premises.

Coordinator

9. Monty Walker's wedding booking enquiry:
The Board approved Monty's booking enquiry to use the premises for his wedding on the weekend of March 12, 2022. The hireage fee is \$575.00, a \$500 refundable bond, \$100 for bar staff and all liquor licence associated fees. The Board requested that Monty confirm his booking as soon as possible so Rugby can have plenty of notice when planning their preseason games for 2022.

10. Kim Tipene – Te Roopu Taurima O Manukau Trust booking enquiry:
The Board approve in principle the booking enquiry from the Te Roopu Taurima O Manukau Trust to use the premises on Thursday/Friday July 8/9 to hold a Ball for their members with disabilities. As this booking coincides with yoga classes, the Coordinator will talk with Lisa and see if she is flexible to the Trust using the premises on Friday morning.

The normal hireage fee would be \$575.00 inclusive gst plus a refundable bond and any other associated costs. However, the Board would like to offer a \$150 discount to the Trust. The Coordinator will prepare a comparison of costs as it may prove more financially viable for the Trust to hire the premises on an hourly basis.

11. Brad Te Haara – Northland Rugby Union:
Brad would like to hire the fields & lights, changing sheds & showers Wednesday 19, 26, Monday 31 May & Wednesday, 2 June for North Zone HP trainings. Graham will take this to the KKRC meeting on Tuesday, April 13.

Meeting Closed 7.18 pm

The next meeting is Monday, May 31, 2021, 6.00 pm

Signed as a true and correct record:

**Robert Groome,
Chairperson.**

Dated this _____ day of _____ 2021: