



KERIKERI SPORTS COMPLEX



Minutes of Board Meeting held

Monday, November 1, 2021

at Kerikeri Sports Complex

- Meeting Opened** 6.00pm
- Chair:** Robert Groome
- Present:** Robert Groome, Ange Barker, Rachel Smith (FNDC Representative) and Marty Robinson (Community Member)
- Apologies:** Dot Dromgool and Graham Wilson
- Conflicts of Interest:** Nil
- Minutes:** Previously emailed. Accepted as a true and correct record of the meeting held on September 6, 2021 via zoom
- Matters Arising:** Nil

Robert/Ange Passed

Correspondence In:

- IRD GST claimed KSC had not filed a return for June/July. This was filed on August 16, 2021 and payment made on August 26.
- Renewal of HSNO Compliance Certificate – expires October 30, 2022
- BDO – engagement letter for 2022 to be signed and returned

Correspondence Out:

- The Coordinator filed a GST refund return of \$2,383.41 for August/September. However, IRD have come back and said the Complex owe IRD \$442.19. Once the approval from the Board for the Coordinator to liaise with IRD has been filed, the Coordinator will follow this up.

Financial Report: Financial report of October 29, 2021 previously emailed.

Accounts approved for payment:-

- \$ 63.25 R Neale – reimburse payment of FNDC's special liquor licence application (FNDC has paid this amount to KSC)
- \$442.19 IRD GST August/September (subject to discussions with IRD)

Marty/Robert Passed

General Business:

1. Sport Northland Half Marathon 2022:

The Board approve Sport Northland's request to hire the complex facilities on Friday, November 18 from 12 noon to 8.30pm for the issuing of race numbers and Saturday, November 19, 2022 from 7am to 10am for the start of the 5km race.

Carl of Sport Northland will liaise with Graham regarding access and use of the fields. Sport Northland will be asked to provide portaloos and pay a hireage fee of \$115.00 incl gst plus a refundable bond of \$200. This is in line with previous years.

Marty suggested the Board contact 'I am Hope Gumboot Up' and offer the facilities to them for the weekend of November 13 as Northland Sport had cancelled for 2021.

Coordinator

2. Hazardous Substance Compliance Certificate:

The gas bottle area was inspected and approved by Neil Dobbs of Work Injury Care Limited on October 12. A new certificate effective October 30, 2021 has been issued and will expire on October 30, 2022.

3. Carparking improvements/carrageway:

The FNDC proposed plan has been circulated amongst the members and the feedback received from Robert and Marty has been referred to Darren. Darren advises he is happy to remove the parallel parking space and this could be optioned. Everything is funding dependent. Darren has asked for a budget for the next financial year so fingers crossed this gets approved.

Rachel advised the budget was put to FNDC Capital Works Committee but the budget won't be adopted until June 2022.

4. AA Driver Training courses:

The Board approved the AA's request to use the complex to run the defensive driver training four session/two week block courses from 6.30pm-8.30pm during 2022 as follows. The hireage fee is \$30 per hour inclusive of gst. The Coordinator will advise KKRC and KKNC.

Monday	Wednesday	Monday	Wednesday
17 January	19 January	24 January	26 January
7 March	9 March	14 March	16 March
2 May	4 May	9 May	11 May
13 June	15 June	20 June	22 June
1 August	3 August	8 August	10 August
12 September	14 September	19 September	21 September
31 October	2 November	7 November	9 November

Coordinator

5. KSC emergency evacuation site:

All the details and contact numbers for key holders has been referred to Bill Hutchinson, Civil Defence Officer, for his records.

6. Waipapa Sports Complex Development:

Rachel updated the Board on stage 1 which included fields for cricket, soccer and one other sport.

7. Cleaning costs for the winter season 2021:
Shelley Cooke's apportioned cleaning costs for the 2021 season as per the table below was received:

Shelley Cooke's Cleaning Costs 2021 Season						
Date	Hours	Total \$	KKNC 30% \$	KKRC 70% \$	KKRC 100% \$	KSC \$
14/3	1.5*	90.00	-	-	90.00	-
28/3	2.0	60.00	-	-	60.00	-
11/4	1.5*	90.00	-	-	90.00	-
23/4	1.5	45.00	-	-	-	45.00
2/5	1.5*	90.00	-	-	90.00	-
12/5	1.0	30.00	-	-	30.00	-
23/5	2.0*	120.00	36.00	84.00	-	-
30/5	2.0*	120.00	36.00	84.00	-	-
6/6	2.25	67.50	-	-	-	67.50
12/6	1.5*	90.00	27.00	63.00	-	-
20/6	1.5*	90.00	27.00	63.00	-	-
27/6	1.5*	90.00	27.00	63.00	-	-
29/6	1.0	30.00	-	-	30.00	-
4/7	2.0*	120.00	36.00	84.00	-	-
11/7	1.5*	90.00	27.00	63.00	-	-
1/8	1.5*	90.00	27.00	63.00	-	-
7/8	1.5*	90.00	27.00	63.00	-	-
15/8	1.5*	90.00	27.00	63.00	-	-
TOTALS:		1,492.50	297.00	693.00	390.00	112.50

NB: Shelley charges \$30 per hour & no GST * two cleaners at \$30.00 per hour

8. Squash Club:
Ange mentioned that during her discussions with the Lotteries Commission, the Commission mentioned they had received another application from the Kerikeri Sports Complex. This application was from FNDC on behalf of Squash.

The Board requested that a letter be written to FNDC/Squash to say they are happy to support the application but as there is reference to the KSC, could FNDC/Squash please let the Board know of their intentions especially as Ange is also raising funds for the playground project.

Coordinator

Rachel asked if Squash was an affiliated or founding member of the Complex. In accordance with the updated Constitution of May 2018, Squash is not a member. Robert explained the background and history involving the Squash Club when the Kerikeri Sports Complex was first established.

9. IRD and State Insurance:
The Board Members passed the following resolution which will allow the coordinator to liaise with the IRD and State Insurance for the purposes of ensuring operations are run efficiently:-

Resolution:

The Kerikeri Sports Complex hereby authorise Raewyn Neale, Coordinator of the Complex to act on their behalf to access and gain information for the purposes of operating and maintaining the State Insurance records and IRD records in an efficient and appropriate manner.

Coordinator

Ange/Marty

Passed

10. Water discharge:
Marty enquired about the discharge of water. It was confirmed that the daily average usage had been spread out more evenly and there should no longer be any concerns with exceeding this during peak period times.
11. Town water supply:
Rachel enquired as to whether the Complex was on the town water supply as the Irrigation Scheme was going to shut down for six months in 2022. The Complex is on the town supply.
12. Playground update:
Following discussions with the Lotteries Commission, Ange has been in contact with Foundation North and is due to meet with their representative soon. Foundation North have rolling grants and Ange is going to apply for funding of \$25,000. Ange has been referred to two other sponsors namely the Claire Foundation and the Lindsay Foundation who she hopes to contact soon.

Marty suggested contacting Ventia to see if they could help with the earthworks.

Follow-up List:

Future Bookings:

November

4, 5 & 6 (Thursday-Saturday) Rotary Book Fair (Life Education)

December

3 & 4 (Friday-Saturday) Northern Freewheelers

8 & 9 (Wednesday-Thursday) Bald Angels

10 (Friday) Kerikeri Cadets

Meeting Closed 6.50pm

The next meeting is Monday, December 6, 2021 at 6.00 pm

Signed as a true and correct record:

**Robert Groome,
Chairperson.**

Dated this _____ day of _____ 2021: