



## Minutes of Board Meeting held

Monday, August 1, 2022

via zoom

- Meeting Opened** 6.00pm
- Chair:** Graham Wilson
- Present:** Graham Wilson, Ange Barker, Rachel Smith (FNDC Representative) and Marty Robinson (Community Member)
- Apologies:** Dot Dromgool due to internet technicalities and Robert Groome
- Conflicts of Interest:** Nil
- Minutes:** Previously emailed. Accepted as a true and correct record of the meeting held on Monday, July 11, 2022.

### Matters Arising:

1. FNDC Lease (referred to GB)
2. Maintenance list (referred to GB)
3. Performance Report from BDO (referred to GB)

**Marty/Graham Passed**

**Correspondence In:** Nil

**Correspondence Out:** Nil

**Financial Report:** Financial report of July 29, 2022 previously emailed.

Graham asked how things were tracking with the rubbish disposal as there had been a noticeable increase in the amount of rubbish during the 2022 winter code season with the skip required to be emptied more often and consequently an increase in the amount the Complex was having to pay on top of an increase in charges by Waste Management.

The increase in rubbish could be contributed to:-

- (a) Both winter codes enjoying a season with increased attendance/participation without the interruptions of covid
- (b) KKRC and KKNC needing to be a little more vigilant about rubbish v's recycling.

It was suggested that KKRC and KKNC contribute a percentage towards the cost of rubbish disposal similar to the distribution of gas costs and this is something that could be considered looking ahead to the 2023 winter code season.

In the meantime, the Co-ordinator will write to both codes advising of the increase in rubbish and the Board's proposal for 2023.

Co-ordinator

Accounts approved for payment:-

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| \$ 382.26  | Northland Cleaning Supplies – loo paper and bleach                            |
| \$ 39.00   | BOI Gas – rental for July   |
| \$ 50.00   | KKRC – KKHS changing room hireage   |
| \$1,095.00 | R Neale – Coordinator's hours for 1/6-31/7/22 36.5                            |
| \$ 409.52  | R Neale – reimburse for 6 x 15ltrs of oil for the vats purchased from Bidfood |

**Graham/Ange Passed**

**General Business:**

1. Nga Kohanga Reo o Te Tai Tokerau:

The Te Tai Tokerau Kohanga Reo would like to hire the entire sports complex facilities from Wednesday, September 28, from 10am to 5.30pm on Thursday, September 29, 2022 for their 40 year celebrations. They are expecting 500 plus people from the Te Tai Tokerau region.

The organisers would like to set up nine gazebos on the netball courts and run Thomas the Tank Engine rides on the rugby field plus other displays in the function room.

The Board approve the application in principle with the following conditions:-

- KKNC be advised and their approval received
- No holes in the netball court area
- Availability of the rugby field is subject to the weather conditions
- The function room is limited to 350 people

The hireage is \$1,150.00 (incl gst) plus a refundable bond of \$1,150.00.

Co-ordinator

2. FNDC Lease update:

Following from the July meeting, the Co-ordinator emailed Rachel Smith and Ann Court (FNDC) regarding the Lease and an RFS to remove grass from the roof gutters, as both had stalled since October 2019 and April 2022 respectively.

Thanks to the actions of both Rachel and Ann, the gutters were to be cleaned on Monday, July 25 weather permitting and Tania Steen, Property Officer, met with the Coordinator on July 29 to view the premises.

In conclusion, Tania is the main contact within Council. A meeting amongst Council staff is planned for this month to discuss a way forward and she will advise the outcome. Tania asked the Board to forward through a list of exterior building maintenance concerns.

The following list will be forwarded to Tania. It is hoped that all/most of these items will be included in the lease document:-

- wash exterior building, windows, barge boards, eaves and roof
- water blast concrete

- close in beams to prevent swallows from nesting
- repair leak in roof above changing rooms
- repaint building – except for the changing room wall where the cracks were appearing the building has not been painted since it was built in 2010
- upgrade of the southern side toilets

Co-ordinator

3. Kerikeri Squash Club:

The Squash Club has been short listed for Foundation North funding and a site meeting including Graham and Rachel was set for August 2.

4. Final 2022 Performance Report:

The Final Performance Report has been prepared by BDO and is ready to sign by the Chairperson. BDO advised they could not separate the funds held in the 'bank accounts and cash' as appearing on the Statement of Financial Position and instead included 'note numbers' to refer people to a more detailed breakdown on page 14.

5. Location Compliance Certificate (gas bottle compliance certificate):

This expires on October 30, 2022. Approval has been given for the Co-ordinator to begin the renewal process. The 'fire extinguisher' sign previously above the extinguisher needs to be replaced. Graham will speak to Brad about this as it was removed when Rugby were cleaning the area.

Graham/Co-ordinator

Rachel suggested contacting Council to see if the gas bottle inspection could be co-ordinated with Council's other inspections to save costs and to include the annual inspection in the proposed Lease agreement.

Co-ordinator

6. Solar panels:

The Co-ordinator will invite Gerry Buxton along to the next Board meeting on Monday, September 5.

Co-ordinator

7. Playground update:

The key stakeholders met recently and everyone is feeling really positive and there's a lot happening. The design will be along similar lines as the Mara Hupara playground.

Marty asked if there were any plans to extend the playground further south. This area has been designated for netball courts however, FNDC advise non-permanent structures could be used and later removed if the area was needed by KKNK.

8. Maintenance list:

The following list was included on the Agenda:-

**Internal:**

1. clean carpets
2. wash walls
3. wash windows
4. strip and wash kitchen and toilet floors
5. remove high cobwebs
6. repair external lights at main entrance
7. repair some night security lights
8. refit covers on light fittings in function room
9. repair faulty lights – outside kitchen and in kitchen

10. repair holes in walls
11. paint hole repairs
12. touch up paint repairs
13. replace broken latches which hold the doors
14. fitting installed to hold brooms
15. broken roller wheels replaced on bar leaners
16. dispose of surplus fixtures from back accessway near netball storage room
17. install a soap dispenser in the men's toilet
18. repair broken soap dispenser in ladies toilet
19. refix `grills' in toilet doors
20. remove tacky stickers/labels
21. clean extractor fans/grills
22. clean discharge tank under kitchen sink
23. clean/clean out furniture from southern toilets
24. replace microwave
25. storage place for past records
26. replace cracked toilet seats
27. supply a toilet brush in each cubicle

**External:**

wash walls and windows  
 water blast roof and barge boards  
 water blast concrete  
 close in beams to prevent swallows from nesting

The items on the external list will be forwarded to Tania, FNDC.

Items 1-5:

A-Z Cleaning will be asked to complete these with the exception of the carpets which will be cleaned after September 29.

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| Co-ordinator |
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Items 6-9:

Graham will liaise with Northwire.

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| Graham |
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Item 10:

Oikau to be contacted.

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| Graham |
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Items 11-23:

Graham suggested a working bee for September 17 or 24. Graham will confirm after the KKRC meeting on Tuesday, August 2.

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| Graham |
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Items 24-27:

The Co-ordinator will price a new microwave and attend to items 25 to 27. The Co-ordinator will follow up on the toilet soap dispensers.

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| Co-ordinator |
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**Follow-up List:**

**Future Bookings:**

**Meeting Closed 7.00pm**

**The next meeting is Monday, September 5, 2022, 6.00 pm**

**Signed as a true and correct record:**

\_\_\_\_\_  
**Graham Wilson,**  
**Chairperson.**

**Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022:**