



Minutes of Board Meeting held
Monday, November 7, 2022
at Kerikeri Sports Complex

Meeting Opened 6.00pm

Chair: Graham Wilson

Present: Graham Wilson, Robert Groome, Ange Barker and Marty Robinson (Community Member)

Apologies: Dot Dromgool

Conflicts of Interest: Nil

Minutes: Previously emailed. Accepted as a true and correct record of the meeting held on October 3, 2022.

Matters Arising:

1. Laser Plumbing – outcome of blocked toilet in Netball zone (referred to GB)
2. Tania Steen FNDC – update from meeting 6/10/22 (referred to GB)

Robert/Marty

Passed

Correspondence In:

- KKNC – response to email regarding canteen sales (received)
- Kerikeri Quilters – request to book the venue 2023 (referred to GB)
- Paul Newman FNDC – Squash update (referred to GB)
- Ann Court – reply to invitation to attend meeting (received)

Correspondence Out:

- IRD GST Return for August/September – to pay \$148.44
- Solar panel installation funding application
- Letters to Lightforce and Superpower advising of the Board's decision re the solar panels
- KKNC – canteen sales for 2022 of \$38,309.71
- BOI Gas Ltd - confirmation to change gas bottles from 45kg to 90kg
- AA Driver Training – confirmation of 2023 bookings
- Ann Court – email to Ann asking if she would like to attend November 7 meeting

Financial Report: Financial report of November 5, 2022 previously emailed.

Accounts approved for payment:-

\$2,530.00 BDO – Review for EOY 2022
\$1,236.93 A-Z Cleaning – annual cleaning
\$ 615.00 R Neale – cleaning 12/9, 26/9, 7/10 & 6/11 = 20.5 hours
\$ 207.00 R Neale – reimburse Fonterra's special liquor licence application FNDC
\$ 207.00 R Neale – reimburse KKHS's special liquor licence application FNDC

KKRC Bar Lease contributions: Received

April 1 to September 30, 2022 15% of \$50,927.04 = \$7639.05 compared to
April 1 to September 30, 2021 15% of \$38,758.60 = \$5,813.79

Ange/Robert

Passed

General Business:

1. Solar Panel Installation:

Based on the recommendation of the Board, Lightforce has been advised of their successful quote subject to funding and approval from FNDC.

The Board will write to FNDC and ask for approval to install the panels. The Board acknowledge their responsibility for the maintenance of the panels and upkeep, and any repair to the Council owned building caused from or by the panels. The Board will ensure the panels are insured and that this insurance will include any negative impact to the roof.

Graham/Robert

Passed

Coordinator

2. Working bee update;

The Members would like to acknowledge all those who helped on Saturday, October 29. The day was very successful and a lot was achieved.

3. Kerikeri Quilters –Labour Weekend 2023:

The Board approved Kerikeri Quilters request to book the complex again for Labour Weekend 2023. This is from Friday midday October 20 to Monday, 6pm October 23. The 2022 hireage fee of \$350.00 will be donated to Mid North Hospice.

Coordinator

4. KKNC toilets:

Laser Plumbing visited the site and identified that the pan connector had a large offset which could potentially cause blockages. However, there was no guarantee that an alteration to the position of the pan connector would eliminate the problem entirely. The plumber put the camera down the drain and could not locate any irregularities. KKNC have been advised of the outcome and will continue to monitor the toilet next season.

5. Squash construction update:
Paul Newman (FNDC) advised work on stage 1 of the construction will commence on November 8, 2022 with Bay Builders. The Board assume Squash will be responsible for any damages caused to the complex building and/or other during construction. Confirmation will be requested. Coordinator

6. Carpark improvements:
Paul Newman (FNDC) advised the construction works has been awarded to Kerikeri Earthworks. Council are working through the Resource Consent approval but hope works will be completed prior to the 2023 winter code season.

7. Gift for Gerry Buxton:
The Board approved the purchase of a gift for Gerry and suggested a value of \$500 or whatever Ange thought appropriate, to reflect the Board's appreciation and recognition of Gerry's invaluable input. Ange

8. Playground update:
Ange advised since the last meeting of the working party, a \$30,000 Tu Manawa funding grant towards the creation of the play space had been received. A Request for Proposal has been issued to two companies requesting them to design the space and manage the build. The tender closed on November 1, 2022 and the working party will complete a tender evaluation on Thursday, November 10, 2022. Ange

9. Rachel Smith – FNDC Representative:
The Members would like to acknowledge Rachel's contributions to the Board meetings, and invite Rachel along to future meetings as a community member. Ange will organise a dinner voucher for Rachel as a token of the Board's appreciation. Ange/Coordinator

10. Squash Club:
It is envisaged the Squash Club will nominate a representative to attend the Kerikeri Sports Complex meetings (or provide a proxy) as an *Affiliate Member (refer 4.4 of the Constitution)*

4.4 *Affiliate Members*

An Affiliate Member shall be any Incorporated Society, or any person or group involved in the delivery of sport and or recreation in and around the Far North area who has sought and been accepted for membership after the founding of Kerikeri Sports Complex Incorporated as provided in Rule 4.6.'

The Squash Club will be asked to provide an overview of their operations and the expectations of the Complex Board and the facilities within e.g. bar and power

11. Review of hireage fees:
A table of suggested increases was presented to the Members. Whilst the increase is minimal on this occasion, it was thought necessary to adjust the fees due to the ongoing increases in overheads and operating costs. Coordinator

The Board were also mindful that the facilities are being used by small clubs and local community groups and wanted to remain financial accessible and supportive of such organisations.

The proposed table attached was accepted and will become effective from April 1, 2023.

Robert/Graham

Passed

Coordinator

Follow-up List:

Future Bookings:

- NZMCA, November 11-13
- KKHS farewell, November 29
- Fonterra farewell, November 30

Meeting Closed 7.10pm

The next meeting is Monday, December 5, 2022, 6.00 pm

Signed as a true and correct record:

**Graham Wilson,
Chairperson.**

Dated this _____ day of _____ 2022:

ITEM	NOTES	FULL (Existing)	Proposed Fee	HOURLY (Existing)	BOND
Entire Complex	Incl Grounds	\$1150	\$1160 \$580 (up to 4 hours)	\$575 (up to 4 hours)	\$1150/\$575
Function Room (includes full use of kitchen and set up/clean up either side)	1 – 40	\$290	\$300		Bond set at the discretion of the Committee
	41-100	\$460	\$470		
	100+	\$575	\$585		
	Community Rate	\$5 per hour minimal kitchen use ⁵	\$5.50 \$22.50	\$20 per hour ¹	
	Commercial Rate	\$10 per hour minimal kitchen use ⁵	\$11 \$32.50	\$30 per hour ¹	
	Full kitchen		\$20 per hour full use during casual booking		
	Funeral	\$345	\$350		
Meeting Room²	Community Rate ³	\$70	\$11 \$40.00	\$10 per hour \$35 (up to 4 hours)	Nil
	Commercial Rate ⁴	\$140	\$22.50 \$75.00	\$20 per hour \$70 (up to 4 hours)	Nil
School, BOI, Northland rugby or netball		\$115	\$120		Nil
Training workshops e.g. rugby smart		Free	N/C		Nil
Netball Toilets and/or Changing Rooms		\$57.50	\$60.00 each		

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 November 2022

Kitchen Only	Excl. Deep Fat Fryer	\$175	N/C	\$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	N/C		Or at the discretion of the Committee
Small Community Groups e.g. U3A, Floral Art & Garden Club	Committee Room		\$11.00	\$10.00	
	Function Room		\$12.00	\$11.50	
Liquor Licence Processing Fee		\$30			
Special Liquor Licence Application Fees	Determined by the FNDC (refer to their website)				

- All prices above **include** GST and are a guide only. Each event will be evaluated by the Board on its individual merits and charged accordingly.
- **Cancellation policy** – Cancellation of a booking may incur a fee of up to 50% of the full fee payable up to 72 hours before the booking date or up to 100% of the full fee within 72 hours of the booking date.
- **Bar Services** – We are able to offer a fully stocked bar for your event. We are required by the Liquor Laws to have licensed staff to operate the bar for you. Specifically a minimum of 2 bar staff (including the Duty Manager) at a function.
- **Rubbish Collection** – Excess rubbish charge (more than 1 bin load) \$30.00
- **Supplementary Cleaning** – Hirers of the facilities are to undertake their own clean up; cleaning will be charged at \$40.00 per hour where Complex standards have not been met.
- **Floodlights** – There is an additional fee for use of the floodlights on either the fields or the courts. Rates provided on application.