



# KERIKERI SPORTS COMPLEX



Minutes of Board Meeting held

Monday, October 9, 2023

at Kerikeri Sports Complex

<b>Meeting Opened</b>	6.10pm
<b>Chair:</b>	Dot Dromgool
<b>Present:</b>	Dot Dromgool (KKNC), Robert Groome (KKRC), Ange Barker (KKNC), Ric Shrubshall and Dave Collins (KKSC), and Rachel Smith (Community Member)
<b>In Attendance:</b>	Nil
<b>Apologies:</b>	Graham Wilson (KKRC), Tyler Bamber (FNDC) and Marty Robinson (Community Member)
<b>Conflicts of Interest:</b>	Nil
<b>Minutes:</b>	Previously emailed. Accepted as a true and correct record of the meeting held on September 4, 2023

## Matters Arising:

1. Lease update:  
The Lease with FNDC was signed by Board Representatives on Thursday, September 21, 2023 and is affective from October 1, 2023. The first renewal date is October 1, 2036. The Board have received the annual lease rental account of \$135.70.
2. Sandwich board signs – Private function:  
The signs have been collected and are available for use.
3. Stihl vacuum cleaner:  
This has been collected. Andre and Graham have kindly fitted an extra-long extension lead.
4. Renewal of Location Compliance Certificate:  
At the previous meeting the Coordinator requested permission to begin the renewal process. As it costs approximately \$700 to complete and issue the certificate, members suggested contacting FNDC to coordinate an inspection with their sites. Tyler thought that if the Board stored less than 90kg, a certificate was not required.

Graham spoke with Andre of BOI Gas who have an inspector come up from Christchurch. BOI Gas quoted \$1,500 for their inspector as he had to set up a file.

FNDC were unsure of the question and at this same time Neil Dobbs from Work Injury Care contacted the Coordinator to say he would be in the area on September 20. Approval was sought for Neil to proceed, who has subsequently advised that there were some items to attend to before the certificate can be issued. These are currently being worked through.

Ric expressed concern that the Complex continued to pay for gas to maintain the large hot water system even though the winter code season had finished and the demand for hot water had reduced considerably. Ric suggested looking at an alternative, more efficient system and the Board engage someone to complete a report on the current system versus some small califonts.

Dave will contact Bevin, Bay Builders, and ask if his contact would be interested in completing a report on the gas system and supply.

Dave
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**Dot/Ric**

**Passed**

**Correspondence In: Nil**

**Correspondence Out: Nil**

**Financial Report:** Financial report of October 5, 2023 previously emailed.

Accounts approved for payment:-

\$ 908.50	Halvo Signs – 2 x sandwich board signs
\$ 135.70	FNDC – annual rental lease fee 1/10/23-30/9/24
\$1,265.00	BDO – Performance Report EOY 2023
\$1,153.00	Stihl Shop – Stihl SE 133 ME vacuum cleaner
\$ 747.50	Work Injury Care – renewal inspection and certificate for LCC
\$ 285.00	M Dawson – cleaning on behalf of KSC and private events for September
\$ 202.50	R Neale – cleaning on behalf of KSC and private events for September
\$1,725.00	R Neale – coordinator's hours from 7/8 to 21/9/23 = 57.5 hours
\$ 287.50	Northland Septic Tanks – clean kitchen grease trap

Cleaning breakdown – total of 14.5 hours + 1.75 hours

KSC	12.25	\$367.50
Private jobs	4.00	\$120.00

**Rachel/Dot**

**Passed**

**General Business:**

1. Carpark improvements:  
Update from Paul (FNDC) of October 6, 2023 was received:-
  - footpath from Edkins Road will be completed by the end of the week
  - carpark kerbing has been laid
  - chip seal to be laid soon and complete some pot hole repairs
  - line marking will be completed, bollards replaced and the bench seats will be installed

Discussion followed as to what may happen with the old carpark as Members don't want vehicles parking on this area as this defeats the purpose of the improvements. It was decided to allow time for things to settle and then revisit on a needs basis. In the meantime, Rachel suggested that the Board contact Michelle (FNDC) and request funding in the LTP to seal this area for future two way access. It was also felt that the Board should bring to the attention of FNDC the resealing of the existing carpark. This was to be included in the annual plan but as Darren (FNDC) has since left Council, Members didn't want this to be overlooked.

Coordinator

2. Bench seats:

Graham, Robert and Paul met on site to discuss the location of the seats. Eight seats will be installed in front of the carparks and two alongside the northern end of the netball courts.

3. Booking enquiry – Squash Club:

The Members approved Squash's request to use the bar, kitchen and function room facilities from Friday, February 9 to Sunday, February 11, 2024 for their official opening.

Coordinator

4. Fibre update:

Ric advised the modem was in the post and Chorus will arrive on October 10 to complete their work. The Board approved the electrician's costs for materials of \$119.60.

5. Site meeting – Squash Club toilets:

Following a site meeting of October 3, with Tanya (KKNC), Graham and Dot (KSC), Bevin (Bay Builders) and the Coordinator, concern was expressed by KKNC about the safety of children accessing the 'netball toilets' with the building changes proposed by the Squash Club and recommended other solutions. Paul (FNDC) advised there were insufficient funds to carry out the works as suggested. A further plan was prepared and this was discussed at the Board meeting.

Members 'walked' through the changes and the following was agreed:-

- the door to the 'netball toilets' will be installed on the hallway entrance
- a security camera be installed in the hallway and a monitor will be linked to the netball control room
- the netball cleaning room will be relocated to the alcove alongside the main cleaning room and the door from the existing ladies toilet will be brought forward to the front of the alcove.

Coordinator

Clarification is sought as to whether the door to the main cleaning room will be relocated.

6. Policies:

The Complex have no policies in place. Rachel has offered to look into these; in particular a Health and Safety Policy and a CCTV Policy.

Rachel

7. Booking enquiry – Sharnice Southey

Sharnice would like to use the complex facilities on Tuesday evenings for yoga classes. As two sessions coincide with KKRC's monthly meetings, the Coordinator will ask KKRC, firstly, if they intend to meet during November and December, and secondly, would they consider moving to the committee room.

Coordinator

8. Park over property:  
The Complex is a POP. Rachel will ask FNDC to include the Complex on their POP register as this may help the Complex with future funding applications. Rachel
9. Kerikeri Quilters booking October 20-23, 2023:  
Kerikeri Quilters have nominated Northland Rescue Helicopter as the organisation to receive the hireage donation and any proceeds from their exhibition. Coordinator
10. Liquor Licence – Squash Club:  
Further to the Complex's enquiries regarding a variation or similar to the existing Club Licence, Megan (FNDC) emailed on September 14, seeking clarification as follows:-
- Will the proceeds of alcohol sales belong to each club separately? Or will they all go into one bank account and **belong to the current licence holder** Kerikeri Sports Complex?
  - Will there be one Secretary responsible for sale of alcohol across two areas?

Members asked under what part of the legislation is this information required, who can the Board appoint as Secretary and/or can a Board Representative act as Secretary/Treasurer? Coordinator

Rachel referred to Section 25 of the Sale of Liquor Act 2012 as follows:-

## **25 Issue of second licence for premises already licensed**

A licence of one kind can be issued—

- (a) for premises for which a licence of another kind is (or licences of other kinds are) already held; or
- (b) for premises for a part of which a licence of another kind is (or licences of other kinds are) already held; or
- (c) for a part of any premises for the whole of which a licence of another kind is (or licences of other kinds are) already held.

11. Rachel suggested, once all works are complete and codes are operating, perhaps undertake a survey amongst players, spectators etc and gauge their feelings on the changes to the carpark and the toilet facilities.

### **Follow-up List:**

**Future Bookings:** As per October/November schedule emailed with the Agenda.

**Meeting Closed 7.20pm**

**The next meeting is Monday, November 6, 2023, 6.00 pm**

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

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**Dot Dromgool,  
Chairperson.**

**Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023:**