



# KERIKERI SPORTS COMPLEX



Minutes of Board Meeting held

Monday, December 4, 2023

at Kerikeri Sports Complex

**Meeting Opened** 6.00pm

**Chair:** Dot Dromgool

**Present:** Dot Dromgool (KKNC), Graham Wilson (KKRC), Ange Barker (KKNC), Tyler Bamber (FNDC) and Rachel Smith (Community Member)

**In Attendance:** Nil

**Apologies:** Robert Groome (KKRC), Ric Shrubshall and Dave Collins (KKSC), and Marty Robinson (Community Member)

**Conflicts of Interest:** Quote received from Dean Smith to clean the solar panels

**Minutes:** Previously emailed. Accepted as a true and correct record of the meeting held on November 6, 2023

**Matters Arising:**

1. State Insurance (Squash \$122.87 for \$70,000 contents 7/11/23 -14/6/24) Received
2. State Insurance policy endorsement (referred to GB)
3. EOY Performance Report 2023 from BDO (referred to GB)
4. Increase in hireage – is this only for weddings and 21sts or any big events
  - The new increase is intended for weddings, 21sts and corporate events. Community organisations like St John etc would pay an independent hireage fee set by the Board.

**Ange/Dot**

**Passed**

**Correspondence In:**

- Quote from Dean Smith to clean the solar panels (referred to GB)
- Work Injury Care Ltd – letter advising renewal of LCC had been refused (referred to GB)
- BDO invoice for part audit fee and letter reversing this (referred to GB)
- Paul Newman (FNDC) – carpark reseal (referred to GB)
- Michelle Rockell (FNDC) – Connexa (Spark/2 Degrees) request to install a communication mast (referred to GB)
- Michelle (FNDC) – One.NZ has received resource consent approval to install the communication mast and are hoping to start work in April/May. This was originally scheduled for March.
- Samantha Cooper – enquiring about hiring the kitchen facilities for three hours on Thursday and Friday afternoons (referred to GB)

**Correspondence Out:**

- N Christini – letter and goodwill offer of \$150

**Financial Report:** Financial report of December 2, 2023 previously emailed.

Accounts approved for payment:-

- \$2,115.00 R Neale – Coordinator's hours from 1/10-29/11 70.5
- \$ 300.00 R Neale – cleaning for November
- \$ 360.00 M Dawson – cleaning for November

Cleaning breakdown – total of 22 hours @ \$30

- KSC 16 \$480 (includes spring cleaning of kitchen)
- Private 6 \$180

	Dot/Angie	Passed
<b>General Business:</b>		
1. Solar panels: Quote from Dean Smith to clean the solar panels at \$5.50 per panel excl gst was accepted. There are 38 panels \$240.35 incl gst. The Board requested Dean clean the panels on a quarterly basis as a matter of course.		Coordinator
2. Location Compliance Certificate: Work Injury Care Ltd originally advised the renewal certificate had been refused due to delays responding to the items raised in Neil's letter of September 28, 2023. However, the matters raised had been attended to and Neil had been advised on November 17. Following subsequent correspondence and conversations, the Certificate will be issued on Monday, December 4, 2023.  The Board will engage BOI Gas to complete the LCC when it next expires in October 2024.		Coordinator
3. Car park reseal: FNDC managed to make some good savings through simple design changes with the new car parks and the funds will be reallocated to the reseal of the remaining car parks and accessway, and new line markings. Work is proposed for March 2024. The accessway will be closed for one, may be two days. The Coordinator will advise KKRC and KKNK.		Coordinator
4. Connexa (Spark/2 Degrees) – communication mast: Connexa would like to install a communication mast at the Complex grounds and provided four options for the Board's consideration. The Members chose option 4 which is near the rear of the formed car park but close to Heritage Bypass.		Coordinator
5. Kitchen hire: Samantha Cooper is looking to start up a small business and would like to enquire about hiring the kitchen facilities for three hours on Thursday and Friday afternoons. The Members asked for more information before making any decision e.g. what Samantha is cooking, if she required the ovens for all three hours and whether she was aware of the legislation around preparing food?		Coordinator
6. One.NZ's November invoice: The most recent invoice was \$245.40. This was previously \$126.28. The increase is due to the Complex now having both a fibre and copper connection. The copper connection needs to be disconnected but before this happens, we need to ensure the eftpos machine will work with the fibre connection. Graham will speak to Dave from One.NZ and see if he can help.		Graham

7. Chiller:  
The chiller compressor has been replaced. This cost \$4,482.70. Keri Refrigeration recommend the chiller is turned on regularly and serviced every six months. We were unable to claim insurance as the repairs were due to wear and tear.
- However, there were some issues with the unit on the weekend of Caleb Cock's 21<sup>st</sup> and the hirers had to throw out a lot of food. Graham was called out to investigate. Keri Refrigeration have been to check the unit and couldn't find any problems. They suggest the unit is turned on 24 hours before it's going to be used and hirers make sure the fan is kept on while in use. The Board would like to offer the Cock family a 10% refund on their hireage fee of \$585 as a goodwill gesture.
8. BDO EOY 2023 Performance Report: Coordinator  
The variation of \$1,260 between the first set of financial documents and the second set was as a result of the EOY 2023 presumed review. Solomon from BDO had included this figure in the original documents because the Complex operate on an accrual basis. After it was found that the Complex didn't require a review or audit, Solomon deducted \$1,260 from the second set of accounts.
- BDO had issued an invoice for \$2,070 (gst incl) for the time spent preparing the audit up until being asked not to proceed. Following inquiries, this invoice has been reversed.
9. Second-hand posts:  
Graham will talk to Mark Klinac about installing the second-hand posts 1m in from the kerbing edge along the unformed accessway to avoid vehicles parking there and restricting vehicles negotiating the new right angle car parks. Graham will also touch base with Paul FNDC and Hadlee (Mt Pokaka Timber Products). Graham
10. Playground report:  
Rachel advised this is progressing well and if the Board don't use the second-hand posts, the Playground working group would be interested. Graham will speak to Mark Hewitt about some posts for the playground. Graham
11. State Insurance – flue inspection:  
Kelvin Petrie (IQP) met with Graham and the Coordinator to discuss the State Insurance commercial cooking endorsement. Kelvin inspected the flue and recommended the filters and the rangehood be cleaned. Andrē will install a cut out switch on the part of the flue which extends above the roof. Once this is completed Kelvin will re-inspect and issue the certificate which will then be forwarded to State. Graham/Coordinator
12. Bald Angels:  
The Board are more than happy for Bald Angels to use the chiller on Monday, December 11<sup>th</sup> to store their hams before packing on Tuesday and Wednesday at no cost.
13. KKRC bar staff and events:  
Rugby will discuss the engagement of a manager to run the bar and advise the Board. Tyler suggested contacting Kindred Spirits, a mobile bar for hire. The coordinator will prepare a summary of bookings and bar hours for the last calendar year. In the meantime, bookings will continue as previously. Graham/Coordinator
14. LTP – formation of accessway:  
Rachel suggested Tyler include in his Member's Report to the Bay of Islands–Whangaroa Community Board a future point to consider and recommend to FNDC, the second stage sealing of the unformed accessway. Tyler

15. Recreation Reserve 2011 Management Plan:  
This was due for renewal in 2021 and while this wasn't going to be carried out for another two years, this has been brought forward to one year.
16. Freedom Camping:  
While the Complex is registered as a POP, it is not registered with Council. Tyler will include the registration within his report as registration with FNDC enables KSC to make applications for grants with more funding providers.

Tyler

**Follow up:**

1. Alarm zones:  
Graham will contact CCTV to get this sorted.
2. Hot water cylinder:  
Graham will get a quote from Evan to install a 50ltr or 70ltr hot water cylinder under the kitchen sink area.
3. Policies:  
This is a work in progress. The coordinator will ask KKRC and KKNC for a copy of all their policies to ensure things are not being repeated and/or any policies prepared by the Board are consistent with the codes policies.

Graham

Graham

Rachel/Coordinator

**Bookings (as per December & January calendar previously emailed)**

**Meeting Closed 7.30pm**

**The next meeting is Monday, February 12, 2024, 6.00 pm**

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

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**Dot Dromgool,**  
**Chairperson.**

**Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024:**