



Minutes of Board Meeting held

Monday, May 6, 2024

at Kerikeri Sports Complex

Meeting Opened 6.00pm

Chair: Dot Dromgool

Present: Dot Dromgool (KKNC), Robert Groome and Graham Wilson (KKRC), Ric Shrubshall (KKSC) Tyler Bamber (FNDC) and Rachel Smith (Community Member)

In Attendance: Nil

Apologies: Ange Barker (KKNC), Dave/Sarah Collins (KKSC) & Marty Robinson (Community Member)

Members send their condolences to Ange and family on the loss of her father.

Conflicts of Interest: Nil

Minutes: Previously emailed. Accepted as a true and correct record of the meeting held on March 25, 2024.

Matters Arising:

1. Copper wifi connection – this has been disconnected and One.NZ notified (Received)
2. State Insurance – increase in public liability to \$2m has been actioned at no extra premium cost due to the Complex being a long term customer (Received)
3. Xero training – update (Received)
4. A-Z Cleaning – an annual clean of the carpets etc has been booked for the end of September subject to confirmation. This will be reviewed at the August/September meeting. (Received)
5. Hireage fees – (Referred to GB)
6. KK Quilters – confirm St John has been nominated as the organisation to receive the hireage donation (Received)
7. Surplus chairs in Netball's storeroom – Squash took 29, and the balance was shared between the Kerikeri Theatre Group and the local waka ama group. All recipients were very grateful.
8. Growth Planning workshop – (Referred to GB)

Dot/Graham Passed

Correspondence In:

- Hannah Shalders NRU Northland Kauri Girls – booking for 2024 season (Referred to GB)
- Gwill Phillips – objection to Connexa cellphone tower (Received)
- Dimitri St John – AED and annual service fee (Referred to GB)
- Caroline Wells – CD meeting (Referred to GB)
- KKNC – request for the hairdryers in the toilets to be relocated away from the handbasins (Referred to GB)

Correspondence Out:

- Kirsty Coyle, KKHS – kitchen hire
- KKNC – chairs, gas, sensors, power and cleaning

Financial Report: Financial report of May 2, 2024, previously emailed.

Accounts approved for payment:-

- \$984.00 BOI Gas – refill 3 x 90kg bottles
- \$213.90 Hygienedirect – loo paper and soap

Update on \$30,000 term investment. Robert will follow this up.

Robert

Contract cleaning hours for April:

Date	KSC	Private	KKNC 30%	KKRC 70%	Total hours @ \$30	Raewyn	Louise	Margaret
29/3	-	-	-	6	6*	-	3 *	3 *
7/4	2.8	-	1.2	-	4	2	-	2
14/4	-	-	1.5	3.5	5	2.5	-	2.5
28/4	-	-	-	6	6	3	3	-
\$30	2.8	-	2.7	15.5	21	7.5	6	7.5
Total:	\$84	-	\$81	\$465	\$630	\$225	\$180	\$225

Dot/Graham Passed

General Business:

1. Hireage fees:

In the past FNDC has been charged a separate rate for hireage of \$20 per hour (gst excl) and \$5 per hour (gst excl) for minimal kitchen use. Effective from June 10 (next meeting) this will increase to the commercial rate.

The Board reassessed the hireage fee for the Kerikeri Floral Art and the Kerikeri Garden Club and for this year the fee will increase from \$12 per hour (gst incl) to \$18.50 per hour. Effective from the revision of the hireage fees in 2025, this will increase to the community rate.

Currently the hireage fee to use the entire facilities is \$1,220 (gst incl) which is less than to hire the function room and kitchen facilities for a 21st/wedding. The Board recommended the \$1,220 be increased to \$2,000 (gst incl).

Graham will contact Evan Davis-Goff and get the hot water system sorted so that there is a continuous supply of hot water in the kitchen and the \$1,500 for 21st/weddings can be charged. This may require booster pumps.

The Board moved to accept all other hireage fee increases as recommended and previously circulated.

Graham/Coordinator

2. AED service:

As the AED unit is older than 10 years, it must be serviced every year which costs \$80 (incl gst). However, if the AED is used for a lifesaving event, the Kerikeri Area Committee will cover the cost of new pads, battery and service.

3. CCTV security and alarm:

Graham and Raewyn met with Keith from CCTV for training. All users and user groups have been issued with separate codes and encouraged to use their new codes from May 1.

The old code `1987' will be disconnected on June 1. The alarms have been programmed to activate as follows, although these can be altered but only through CCTV. The codes have been advised of this. Squash run off a different alarm system and the alleyway is not alarmed.

- Function room/kitchen 1am
- Rugby changing 10pm
- Committee Rm 9pm
- Netball Control Rm 10pm
- Canteen 6pm
- Bar 1am

The Board approve the installation of the security app on Graham's phone at a cost of \$6 per month.

Graham/Coordinator

4. AGM 2024:

The AGM date is Monday, July 1, 2024, at 6.00pm subject to the availability of the EOY 2024 Financial Performance Report.

Coordinator

5. Cyclone Appeal Funding:

Rachel and Raewyn will attend the Civil Defence planning workshop on Tuesday, May 7, at 5pm. The purpose of the workshop is to coordinate a plan and team for the Kerikeri Community in the event of a disaster or similar, and to make application for funding through the Cyclone Gabrielle Appeal Trust Fund.

6. Coordinator's Contract:

The Board approved the renewal of Raewyn's contract for another 12 months and recommended an increase to \$40 per hour. Raewyn thanked the Board for the acknowledgement and that she was happy to continue for another year but would like to retire in 2025.

7. Playground Update:

Rachel advised that the application for funding from Foundation North had been declined as, in the main, the playground was Council owned. The working group was disappointed with the decision as a lot of work had gone into meeting Foundation North's funding requirements and requests over the past 11 months, and had the group known that the decision was based on the ownership, they may not have persevered with the application. The working group are hoping to engage in further discussions with Foundation North. Rachel acknowledged Ange's contribution to the project – much of which is done in Ange's own time.

The group are keen to proceed and would like to start stage one in November. The Board approved the working group's request to apply to the Community Board for funding.

Moved that the Complex Board hereby grant permission for the Playground Working Group to apply to the Bay of Islands-Whangaroa Community Board for a Community Board grant of \$50,000 (fifty thousand dollars) to commence stage one of Te Amo Pūtoro.

Dot/Robert Passed

8. Kerikeri Squash Club:

KKNC thanked the Board for organising the removal of the chairs from the storage room and Squash for clearing their equipment in Netball's cleaning cupboard.

Further to the letter received from KKNC regarding the health and safety of the hair dryers installed near the handbasins and the text message asking if Squash could remove the cabinet from the female toilet and paper towels on a Saturday, the Board Members inspected the toilets.

Squash guarantees the dryers are 100% safe and have been double checked by an electrician. Squash will confirm this in writing and that the dryers will not harm anyone.

If the hair dryers get wet, they will automatically cut out. The replacement of the hair dryers will be a conversation between KKNC and KKSC.

Rick

The discussion moved to the supervision of children while using the toilets. It was suggested that in accordance with Sport NZ policies, children under the age of 14 must be supervised.

Other matters raised included KKNC's responsibility to clean both the male and female toilets on a Saturday (and Sunday if used for a tournament), to check that all taps were turned off and all the toilet doors were unlocked. Following Saturday, May 4, the hot tap in the men's toilet block was left running all night and a toilet door had been locked from the inside.

Squash asked for the installation of no smoking/vaping signs as people were smoking around the corner of the squash courts and the fumes were being carried inside the squash building.

The Board requested the Coordinator to write to all codes and remind them of their responsibilities regarding the supervision of children under the age of 14, no smoking/vaping on the grounds, no consumption of alcohol other than within the designated zone and purchased through the bar, to pick up their dog waste and no gang patches on the grounds please.

Coordinator

9. Broken window:

A window on the north side of the building was discovered broken early Sunday morning – May 5. Bay Glass have been contacted to carry out repairs. The insurance policy doesn't cover broken windows through vandalism. State recommended the Board contact Council and ask them to claim for the repairs through their insurer. Had the breakage occurred by staff or members, the Board could have claimed under the public liability clause. Once the bill is to hand, the Coordinator will liaise more with Council.

Coordinator

10. Athletics:

Dot is keen to start up an athletics club and made tentative enquiries about running athletics on the rugby field grounds as an option.

11. Rubbish disposal:

Squash have been approached by Northland Waste who are keen to provide a service. Rick would like a breakdown of the rubbish costs and volume throughout the last financial year. There was discussion around Northland Waste advertising at the complex and it was suggested they may like to place a sign on the netball court fence. The Coordinator will send a copy of the signage agreement through to Rick. All advertising signage must be approved by Council first under the conditions of the Lease Agreement.

Coordinator

12. Growth Planning:

Rachel attended the recent meeting and updated the Board. One area of discussion was how could schools link with transport facilities to get children/students to the various sporting areas? For example, it was unreasonable for students to walk from high school to Te Puawaitanga on SH10.

13. Liquor Licence etc:

Graham met with FNDC for the annual host responsibility inspection. Squash have received their liquor licence.

Members wondered if the general public could become affiliated 'social members' of a code to avoid the need of a special liquor licence.

14. Constitution:

The Constitution be updated to include the supervision of children under 14 and the inclusion of 'social members' for a minimum period of six months for a minimum fee.

15. Northland Kauri Girls rugby:
Northland Kauri Girls (Hannah Shalders) have requested the use of the changing rooms, fields, function room and kitchen from July through to September as per 2023. Based on 2023, Hannah has been advised a cleaner will be contracted to check the premises after every training and cleaned on a `needs' basis. A \$15 fee will be charged to check the premises as a call out cost regardless of whether the function room and kitchen need cleaning. Hannah has acknowledged this.

Follow-up List:

Future Bookings (as per calendar handout):

- May 8 Tradies evening
- May 18 Friends of Springbank quiz night
- May 24 DOC – netball courts
- June 13 Te Whata Ora conference
- June 17 & 18 Crest Cleaning Services – staff training

Meeting Closed 7.30 pm

The next meeting is Monday, June 10, 2024, at 6.00pm

Signed as a true and correct record:

**Dot Dromgool,
Chairperson.**

Dated this _____ day of _____ 2024: