



KERIKERI SPORTS COMPLEX



Minutes of Board Meeting held

Monday, September 8, 2025

at Kerikeri Sports Complex

Meeting Opened 6.00pm

Chair: Dot Dromgool

Present: Graham Wilson (KKRC), Ange Barker (KKNC), Ric Shrubshall, Rachel Smith (Community Members), Dot Dromgool (KKNC) via phone

In Attendance: Nil

Apologies: Robert Groome (KKRC), Tyler Bamber (FNDC), Brad/Bevin, (KKSQC), Marty Robinson

Conflicts of Interest: Nil

Minutes: Previously emailed. Accepted as a true and correct record of the meeting held on July 21st, 2025.

Matters Arising:

- Matters arising
- Police confirmed we have the authority to verbally trespass any homeless individuals from the complex grounds and to contact police if issues arise. It was recommended that a male be present when issuing the warning. Trespassing near the gully is under council jurisdiction. Sarah has reported the matter to the council

Dot/Ange Passed

Correspondence In

-Request from Bike Northland to use the far corner of the Sports Complex carpark on Friday 26 September from 10am–12pm for an adult cycle skills session with around 12 participants. The training will focus on building confidence on streets and shared paths, with most of the session held away from traffic

- Approved

Rachel/Ange Passed

- Bald Angels would like to hire the Function Room from the 8th -10th December for their Christmas Packing Drive. Board to decide on hire cost and please advise Rugby if they could have their meeting in the meeting room.

- No Charge

Graham/Ange Passed

- Notification of rent increase from FNDC effective 1 October 2025, in accordance with the Deed of Lease dated 19 September 2023, adjusting the annual rent from \$118.00 plus GST to \$124.00 plus GST (\$142.60 including GST).
- Update on field marking – City Care (via Russell FNDC) will take over monthly field marking aligned with their mowing schedule, excluding Field 1 for the rest of the year due to upcoming lighting upgrades, with remaining fields marked for rep rugby and touch until early December, resuming in March for the rugby season.
- Justine (KKRC) emailed about a team seen training on the fields on 24th August around 2pm with no booking showing in the calendar – possibly league? Sarah has footage if anyone recognises the team

Correspondence Out:

- Coordinator has raised concerns regarding frequent false alarms and isolated fire detectors due to system faults. Fireco advises that the current system has surpassed its 12–14 year lifespan (Complex now ~15 years old). A formal request has been made for the installation of new fire detectors throughout the Complex. Passed Ange/Rachel
 - Emailed Nicola Smith to expedite the process. Request Fireco to provide a full quote for the system upgrade and forward it to Council. CC Council on all related correspondence. In the meantime, we will be obtaining additional quotes, as this matter is URGENT.

Financial Report – Report of August 2025 , 2025 previously emailed

Accounts for payment:

- Sarah - Lock Box Reimbursement \$362.25
- Sarah Wages - July/August 51.5 Hours @ 40.00per hour \$2060
- Rentokil Sanitary - August Bill \$167.12
- Cleaning Margaret -August 13.25 hours @ \$40.00 per hour \$530.00
- Cleaning Raewyn - August 13.25 hours @ \$40.00 per hour \$530.00
- Waste Management - August Bill \$351.53
- Genesis Energy - August Bill \$1,623.70
- Bond Refunds
 - Siteworx Safety Day \$200

Account for payment:

Passed Dot/Ange

General Business

- Georgette Cookson has enquired about a 21st in the Function Room for the 17th January 2026 - Board to confirm and decide on Bond amount- 120 People
 The Board has approved the booking for 120 people and has set a bond amount of \$1,000. They have also requested that it be noted in the confirmation that sufficient security must be present onsite during the event, in accordance with the upcoming amended Health & Safety Policy. **Coordinator**
- Michelle Earsman has enquired about a 21st for 4 girls in the Function Room for the 14th November 2026 - Board to confirm and decide on Bond amount- 150 people
 - The Board has approved the booking for 120 people and has set a bond amount of \$1,000.

- They have also requested that it be noted in the confirmation that sufficient security must be present onsite during the event, in accordance with the upcoming amended Health & Safety Policy.

Coordinator

- Defer this discussion to the next meeting regarding 21st in general
- Sarah met with Andy from StaySafe to discuss a custom Health and Safety Management Plan for the KSC. Andy has offered a \$1,750 package including documentation, risk assessment, SOPs, and ongoing support. He is also available to attend a committee meeting to explain responsibilities and the safety system.
 - The Board asked for Andy to include safety considerations for alcohol-related events (e.g., 21st birthdays) in the Health & Safety Policy.

Coordinator

- Annual Clean Quotes

Crest Clean

- Spring Clean \$375.00 Plus GST
- Function Rm Bathroom/Toilet Deep Clean \$150.00 Plus GST
- Window Clean Exterior \$1,200.00 Plus GST - ask if council will do it
- Window Clean Interior \$1,300.00 Plus GST - Sarah to check if needed
- Carpet Clean \$1,352.03 Plus GST
- Hard Floor - Scrub (polished concrete floors) \$271.62 Plus GST
- Hard Floor - Buff/Burnish (polished concrete floors) \$271.62 Plus GST
- Hard Floor - Strip & polish (vinyl floors) \$411.10 Plus GST
 - The board agreed to Crest Clean for the work - Spring Clean, Function Rm Bathrooms, Interior Windows (only if needed), Carpet Clean, All floor cleaning options.
 - No exterior windows- Coordinator to enquire with council if this can be done

Coordinator

- Squash has proposed sharing the cost of Oikau's membership in return for his work repairing the holes in the Complex. The suggestion is that Oikau receives a single/family squash membership, with the three codes contributing equally to cover the cost (i.e., splitting it into thirds). Coordinator to confirm with all codes whether they agree to this arrangement.

Coordinator

- The Board has requested that the Coordinator email all codes to begin compiling a "wish list" of improvements or additions they would like to see at the Complex. For example, Squash has expressed interest in installing an outdoor squash court

Coordinator

Follow-up List:

Bookings (as per calendar handout)

Meeting Closed Monday 8th September 7:19 pm

The next meeting is Monday, October 6th, 2025, 6.00 pm

Signed as a true and correct record:

**Dot Dromgool,
Chairperson.**

Dated this _____ day of _____ 2025: