



KERIKERI SPORTS COMPLEX



Minutes of Board Meeting held

Monday, October 6, 2025

at Kerikeri Sports Complex

Meeting Opened **6.00pm**

Chair: Dot Dromgool

Present: Dot Dromgool (KKNC), Graham Wilson (KKRC), Ange Barker (KKNC), Ric Shrubshall (Squash)

In Attendance: Nil

Apologies: Robert Groome, Marty Robinson and Rachel Smith (Community Members), Brad/Bevan (KKSQC), Tyler Bamber (FNDC)

Conflicts of Interest: Nil

Minutes: Previously emailed. Accepted as a true and correct record of the meeting held on October 4th, 2025.

Matters Arising:

- Matters arising
 - Coordinator is working with Andy from Stay Safe on the H&S Policy. Andy will attend the next meeting to present the final policy and outline board member responsibilities. He is also reviewing security requirements for events such as 21st celebrations — all security personnel must be certified and affiliated with a licensed company.
 - The Council has requested a quote from Fireco to replace all fire alarms in the building.
 - Crest Clean has been confirmed and completed a full complex clean over the weekend of 4–5 October.
 - All codes have been asked to submit their wishlists for the complex. KKNC has provided their list, which includes:

KKNC Wishlist

- Covered Courts
- Indoor Courts

- Bigger Storage for Netball gear
- An umpires room with lock boxes
- LED Flood Light Bulbs and lights for the missing courts
- Another water fountain
- Ramp Closer to the toilets
- Self Closing hinge on toilet doors
- Additional rubbish bin on playground side

Squash

- Bike Racks
- More Public Toilets

Graham/Ange Passed

Correspondence In

- Email received from Rachel with the official opening of the Te Amo Putoro on Friday 10th October 10 - 11:30am
- Email from Heath Nixon, EcoJunk – Offering junk removal services from \$89/m³ and potential donations of reusable materials to support club clean-ups and community projects.
- We've been approached to host Bites & Beats 2026, a three-day travelling night market and community event. It runs from Friday 6th to Sunday 8th March, with event times from 4 PM to 10 PM on Friday and Saturday, and 4 PM to 9 PM on Sunday. Around 1,000 people are expected over the weekend. The event includes 20 food carts, 15 retail stalls, live music, an outdoor movie each night, and free games and chill-out areas. It's a relaxed, family-friendly event with a \$3 entry fee at the gate. The organisers are asking for access to toilets but don't need a function room or kitchen. Lighting and power would be helpful if available, but they can bring their own. They'll also manage waste and bring a skip bin if needed. Their team arrives Friday morning to set up and will fully pack down after the event finishes Sunday night, leaving the site clean.
 - \$600 per day. Hirers must take care of their own rubbish and power. No Field use as it is too close to the KKRC season. Use of netball lights requires approval from the KKNC

Graham/Ange Passed

- Lexie Bristowe Booking request - 6th December, 11th Birthday party. 20-30 kids.

Ric/Ange Passed

- Haley Powdrill has submitted a request to book the function room for her wedding reception on Friday, 16th October 2026. She is expecting around 50 guests, and the current hire cost for the function room and kitchen is \$1500. In addition to the reception, Haley has asked whether it would be possible to hold the wedding ceremony on the field, as she is having difficulty securing a separate venue for that part of the event. If this is feasible, please advise any additional cost.

Ric/Ange Passed

Correspondence Out:

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Account for payment:

- Raewyn Cleaning - 12.5 hours @ \$40.00 per hour \$500.00
- Margaret Cleaning - 12.5 hours @ \$40.00 per hour \$500.00
- Northland Septic Tank Services Grease Trap Empty - \$287.50
- Warehouse Stationary Printing - \$15.00
- Genesis Power Bill - \$1,153.38
- Andy Stay Safe (H&S Policy) - \$2,012.50
- Waste Management - \$142.74
- Hygiene Direct - \$24.15

Graham/Ange Passed

General Business

- Complete Fire Drill - Completed **Graham/Ange Passed**
- Touch Twilight Fees: Clarification is needed on whether Touch Twilight falls under the KKRC levy or should be charged as a separate fee.=
 - The board agreed no cost as this comes under the yearly KKRC affiliation fee **Graham/Ange Passed**
- The Alzheimers Sporting Memories club would like to use the meeting room in addition to the Function Room for the carers to have their own space. Would the board kindly consider this at no extra charge?
 - The board were happy for The Alzheimer's Club to use the meeting room at no extra cost **Ric/Dot Passed**
- Ange: Playground Opening & Complex underwriting the GST on our last invoice to pay
 - The board members in attendance agreed in principle, but the coordinator will email all other board members to ask if they will underwrite the playground GST component in the meantime **Ric/Dot Passed**
- Kerikeri Floral Art & Kerikeri Garden Club hireage:
 - Currently the above hirers pay a subsidised community hireage rate of \$18.50 per hour inclgst for the function room and kitchen use. The current full community rate is \$23.00 per hour plus \$6.00 for the kitchen. The Floral Art Group hire the venue for 3 hours and the Garden Club hire the venue for 4 hours. Floral Art would like confirmation of 2026 rates for Funding. The Board has agreed to charge the full community rate from 2026. This policy needs to be applied consistently across all community groups currently receiving a subsidised rate. **Graham/Dot Passed**
- Ric expressed concerns regarding the gates being closed at night. With Squash being 24/7 the gates require to be left open. Coordinator to contact first security to keep the gates open

Follow-up List:

Bookings (as per calendar handout)

Meeting Closed 6:48 pm

The next meeting is Monday, November 3rd 2025, 6.00 pm

Signed as a true and correct record:

Dot Dromgool,
Chairperson.

Dated this _____ day of _____ 2025: