

KERIKERI SPORTS COMPLEX



Minutes of Board Meeting held

Monday, November 10, 2025

at Kerikeri Sports Complex

Meeting Opened **6.00pm**

Chair: Robert Groome

Present: Robert Groome (KKRC), Ange Barker (KKNC), Ric Shrubshall (KKSQC), Tyler Bamber (FNDC), Rachel Smith (Community Members)

In Attendance: Nil

Apologies: Dot Dromgool (KKNC), Graham Wilson (KKRC), Marty Robinson, Bevin (KKSQC)

Conflicts of Interest: Nil

Minutes: Previously emailed. Accepted as a true and correct record of the meeting held on October 6, 2025.

Matters Arising:

- Response from Security First and FNDC regarding locking the gates of the Complex (refer GB)
- Discussions with the full board present regarding 21st Birthdays. - Postpone until the full board is available

Robert/Ange Passed

Correspondence In

- Raewyn letter of resignation from cleaning as of January 2026. Margaret will be staying on.
- Letter from Nikola Brock regarding onsite Bike Racks- Coordinator responded that the bike racks are in future capex spending.
 - Tyler to enquire about bike rack funding. Ric to obtain a quote from Truweld, with a potential second quote from Hunter Cycles. Possibility of installing two racks – one near the playground and one by the complex. Concrete pads may be required for installation.
- Email from Michael Preece- (refer GB)

Correspondence Out:

Account for payment:

- Raewyn September Cleaning Invoice - \$100
- Margaret September Cleaning Invoice - \$100
- Genesis Power Bill - \$972.28
- Coordinator Invoice - September/October 58 Hours @\$40 ph \$2320
- Coast to Coast Gas - 6 Cylinders \$930.00
- Crest Clean Complex Clean - \$4,636.04
- Waste Management - \$129.17
- One NZ - Wifi \$174.20

Ange/Rachel Passed

General Business

1. Discussion required around permission for Coordinator to make payments for bills without prior approval
 - Coordinator to compile a list of requirements; Dot to sign off once completed.
2. Ric noticed a vehicle making their way down the back of the carpark. Request to put the chain back up to prevent this.
 - Ric to buy a new chain and a padlock to install.
3. Temporary solution for rubbish at the Playground?
 - Coordinator to ask council to put a rubbish bin in near the playground
4. Complex Interior Painting Quotes
 - Northland Painting Quote - review email
 - Bruce Rapene Quote - review email
 - A third painter quote is required.
 - Ensure Rapene's quote covers the same scope of work as the other quotes for accurate comparison.
5. Squash - Insurance Claim. The recent power cut (6/11/25) has blown their player system. Squash are investigating a warranty return but will potentially require an insurance claim put in.
6. Michael Preece has proposed hosting his Vintage Vinyl Dance Show at the Sports Complex every eight weeks throughout 2026, on Friday nights from 7–10 pm (venue access 4–11:30 pm). The event attracts 40–115 guests, aged 25–70+, and includes a bar and optional food service. Considerations would be JMB Friday nights, and the availability of bar staff?
 - The Board considers the proposal unfeasible due to challenges with JMB scheduling, organising bar staff, liquor licence requirements, and associated venue hire costs.
 - Coordinator to relay this decision to Michael.
7. Andy from Northland Safety visited to discuss the Health and Safety Plan and meet with the Board.
 - Rachel asked Andy about providing a Procurement Policy.
 - Discussion held around ensuring all contractors have a JSA before working onsite.
 - Coordinator to add a standing Agenda item - Health and Safety
 - Queries around unsupervised Children in the building. How to supervise this.

8. Coordinator to ask Margaret what her plan is for taking over the cleaning duties and whether she will be working with someone.
9. Concerns raised about the 7s tournament and drinking on the field.
 - Coordinator to email NRU regarding the need to enforce the no-drinking rule. And all other events need to be reminded
11. The Board discussed whether the Coordinator requires an additional hour per week to manage Health & Safety responsibilities.

Follow-up List:

Bookings (as per calendar handout)

Meeting Closed 7:45 pm

The next meeting is Monday, December 1st 2025, 6.00 pm

Signed as a true and correct record:

**Dot Dromgool,
Chairperson.**

Dated this _____ day of _____ 2025: