

Raglan Club Executive Committee Minutes 29/04/2025

Present: Debbie Dalbeth, John Joensen, Kevin Larkin, Glenn Rangitonga, Gary Kite, Pablo Rickard, Rachael Ngawaka, Peter Meikle.

That the minutes from the meeting held on 01/04/2025 be held as a true and correct record.

Moved	Glenn	Seconded Kevin	Carried
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Matters Arising:

Fire exit gate. Hook will fix by adding a pool fence lock to the back gate.

Pablo Debbie and Rachael need to talk with the accountant.

Debbie will organise Governance training for committee members – 15th August

The Ladies Toilet needs a revamp. Glenn has been given a \$2000 budget for this.

We discussed getting more tv screens Debbie will talk to Ray.

Chomp is up and running.

Can we number the parking spaces and designate a parking spot for the Medical Shuttle?

Correspondence:

LPG compliance conditional cert training of staff and fire extinguisher signage. Rachael will action this. - Complete

Adjunct re rules.

Police re-looking at the external cameras when issues come up.

The Department of Internal Affairs came through for an inspection and sent through some questions. Debbie responded but the door to the Pokie deck needs to be blacked out - complete

Membership

That the membership be accepted according to the Clubs Criteria

Moved Debbie	Seconded Kevin	Carried
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Treasurers report

See profit and loss report attached.

We had some challenges last year

We had no head Chef or sous chef for 4 months over Christmas due to both being off sick. This affected the income during our summer when we should have made money. Other factors affecting the bottom line were the high management turnover costs and closing for a month while the floor was being done.

Net proceeds committee have approved and signed the Authorised Purpose schedule.

Moved Debbie

Seconded Glenn

Carried

Managers' Report.

Monthly Operations Report – April 2025

Staff

- Monthly meetings will be set.
- Bar Staff are required to have training to be in line with our Liquor License requirements, this will be done at each staff meeting
- We need Duty Managers, currently Rachel B, Sue R and Rachael N are certified
- Harassment of Van Driver – inappropriate behaviour

Adjuncts

- Line Dancing has been added as an adjunct.

Maintenance

- Front door, self-closing hinge requires replacement.

Cabins

- Lisa has asked if she could bring the tiny shop for Dec, Jan & Feb 2025/26 summer

Entertainment

- Country and Blues Festival – 25 & 26 October - this was approved by the executive but there were some questions as to who covers the costs. Security, 30 meals for bands, special license income won't cover the costs to hold it.

Social Media

- As our social media presence increases so has feedback and misinterpretation. Lets keep to positive content
- Monthly newsletters are required

Interclub Newspaper – feature article in October Edition

ANZAC Day

- A big day, with all staff handling the pressure well. No hiccups.
- Catering for RSA will need to be reviewed. No budget was given up front and costs are higher than the RSA expected.

Easter Weekend

- As per Liquor Laws, we are unable to sell off-sales at all on Good Friday and Easter Sunday, this is standard.
- I was strongly advised by Clubs NZ to not take new memberships on Good Friday, as this would be seen to be taking “the piss” out of the liquor laws as we are the only establishment to be open on Good Friday.

Gaming

- We have not had any issues. A recent site inspection was carried out, questions regarding the smoking deck were raised.

Campervan Parking

- Can we number the parking spaces and designate a parking spot for the Medical Shuttle.

Kitchen report:

- Ceiling needs cleaning.
- Chomp is up and running.
- Sous Chef is back at work, but due to visa requirements we will need to replace him soon.
- We are advertising on seek for a new sous Chief.
- Finished reworking the kitchen.
- Evening restaurant person is up and running and working well.
- Sunday School members were upset that they couldn't get their fish cooked in our kitchen. The chef contacted MPI for clarification and an exemption. The rules have been communicated to the adjuncts.

Mothers day Buffet.

We need to sell the salamander as its not being used.

GENERAL BUSINESS:

Health and safety.

Smoking deck door needs to be closed into the pokie room.

Bowling club chiller needs cleaning.

Governance training is 15th August 2025

Meeting finished at 7.41

Profit and Loss

Raglan Club Inc

For the month ended 31 March 2025

	MAR 2025	MAR 2024	BUDGET FOR MONTH	CURRENT YTD	PREVIOUS YTD	BUDGET YTD
Trading Activities						
Bar						
Income						
Bar Sales	49,473	65,079	73,791	592,577	646,707	712,695
Eftpos Surcharge Income	-	-	-	1,234	-	-
Total Income	49,473	65,079	73,791	593,811	646,707	712,695
Purchases						
Bar Licences	-	-	-	1,107	480	140
Bar Purchases	18,633	2,467	2,467	227,484	239,482	239,484
Coffee Expenses	-	404	404	2,031	2,465	2,465
Total Purchases	18,633	2,871	2,871	230,622	242,427	242,089
Wages						
Wages (Including Management)	37,513	5,290	19,486	299,890	244,885	259,216
Total Wages	37,513	5,290	19,486	299,890	244,885	259,216
Direct Expenses						
EFTPOS Expenses	19	179	179	2,467	2,141	2,142
Equipment Leases	881	(8,941)	(8,941)	9,349	-	2
Jackpots	4,000	800	800	20,400	22,400	22,400
Licences	2,521	-	-	6,991	970	970
Repairs & Maintenance - Bar	240	-	-	4,524	1,919	1,921
Repairs & Maintenance - Bowling Club	754	-	-	6,076	720	720
Replacements & Minor Assets	-	1,033	1,033	323	3,560	3,561
Sundry Expenses	434	212	212	3,996	3,653	3,653
Total Direct Expenses	8,848	(6,717)	(6,717)	54,126	35,364	35,369
Bar Surplus / (Deficit)	(15,521)	63,635	58,151	9,174	124,031	176,021
Kitchen						
Income						
Bar Meals	-	-	-	523	-	-
Kitchen Income	19,136	37,920	34,401	268,536	319,688	346,396
Total Income	19,136	37,920	34,401	269,059	319,688	346,396
Purchases						
Kitchen Purchases	9,555	8,866	8,866	116,110	145,954	145,954
Total Purchases	9,555	8,866	8,866	116,110	145,954	145,954
Wages						
Wages - Kitchen	20,344	17,309	17,309	186,558	180,517	180,517
Total Wages	20,344	17,309	17,309	186,558	180,517	180,517

	MAR 2025	MAR 2024	BUDGET FOR MONTH	CURRENT YTD	PREVIOUS YTD	BUDGET YTD
Direct Expenses						
Kitchen Expenses	-	-	-	2	1,209	1,209
Depreciation - Kitchen Equipment	636	669	669	7,388	8,028	8,028
Kitchen Licences	-	-	-	152	701	701
R & M Kitchen	585	288	288	8,468	3,304	11,305
Replacements < \$1,000 - Kitchen	-	(170)	-	896	3,032	3,201
Total Direct Expenses	1,221	787	957	16,906	16,274	24,444
Kitchen Surplus / (Deficit)	(11,984)	10,958	7,269	(50,515)	(23,057)	(4,519)
Gaming						
Income						
Gaming Income	25,184	15,402	16,220	230,520	238,115	238,926
Total Income	25,184	15,402	16,220	230,520	238,115	238,926
Expenses						
Depreciation	2,600	2,805	2,483	31,203	28,416	28,415
EMS Monthly Monitor Fee	55	55	55	660	660	660
Gaming Duty	4,694	3,481	3,481	53,269	54,766	54,767
Problem Gambling Levy	253	188	188	2,877	2,957	2,957
EGM Compliance Fee	-	-	-	13,264	13,264	13,264
Gaming End of Year Adjustments	-	6,857	-	-	6,857	-
Gaming Expenses	-	-	-	-	6	6
Gaming Machine Fee	811	918	918	10,223	11,146	11,146
Gaming Service Contract	1,095	959	959	13,015	12,344	12,348
Licence Renewal	-	-	-	2,880	1,977	1,977
Repairs & Maintenance - Gaming Machines	-	-	-	-	300	300
Total Expenses	9,508	15,263	8,084	127,390	132,694	125,840
Gaming Surplus / (Deficit)	15,676	139	8,136	103,130	105,421	113,086
Club Raffles						
Income	2,153	2,603	2,603	21,659	25,995	25,994
Expenses	(174)	(348)	(348)	(4,264)	(7,604)	(7,603)
Net Club Raffles	1,979	2,256	2,255	17,396	18,390	18,391
Courtesy Bus Costs						
Courtesy Bus Income	143	277	277	2,148	2,109	2,107
Depreciation	(40)	(58)	(58)	(485)	(693)	(696)
Running Costs	(277)	(159)	(159)	(3,167)	(2,690)	(2,691)
Repairs & Maintenance	-	-	-	(1,557)	(640)	(1,920)
Total Courtesy Bus Costs	(174)	61	60	(3,062)	(1,915)	(3,200)
Entertainment						
Expenses	(2,025)	(450)	(2,250)	(25,012)	(20,735)	(29,000)
Net Entertainment	(2,025)	(450)	(2,250)	(25,012)	(20,735)	(29,000)

	MAR 2025	MAR 2024	BUDGET FOR MONTH	CURRENT YTD	PREVIOUS YTD	BUDGET YTD
Hire Income						
Cabin Hire	5,571	-	-	12,591	-	-
Hire Car Parking Income	522	435	585	6,174	5,217	6,850
Hire Income - Other	-	-	-	217	1,750	-
Hire The Pavilion Income	478	783	3,000	7,722	2,543	19,500
Market Income	435	809	809	9,873	7,133	7,134
Total Hire Income	7,006	2,026	4,394	36,577	16,644	33,484
Motorhome Income						
Motorhome	1,742	1,470	1,470	15,027	12,156	12,156
Total Motorhome Income	1,742	1,470	1,470	15,027	12,156	12,156
Total Trading Activities	(3,301)	80,093	79,485	102,715	230,935	316,419
Plus: Other Income						
Donations Received	-	-	-	3,474	306	306
Insurance Claims	-	(12,518)	-	6,938	78,425	-
Interest Income	396	2,891	2,891	6,841	14,737	14,736
Member Subscriptions	1,369	1,278	1,278	39,275	33,061	33,061
Sponsorship	-	-	-	(870)	-	-
Sundry Income	44	44	44	8,974	621	620
Total Other Income	1,808	(8,304)	4,213	64,632	127,149	48,723
Less: Occupancy Expenses						
Depreciation - Other Assets	4,770	4,698	4,647	54,365	48,016	47,900
Wages - Cleaning & Maintenance	8,578	840	840	18,874	12,523	12,523
Electricity & Gas	1,735	565	2,047	24,231	28,151	29,633
Rates	-	-	-	12,295	11,456	11,455
Repairs & Maintenance - Other	12,493	(59,193)	692	35,703	70,168	75,881
Rubbish Removal	438	496	496	5,001	6,040	6,041
Telephone, Tolls & Internet	229	209	209	2,659	2,979	2,975
Water Rates	-	-	-	2,875	2,447	2,447
Total Occupancy Expenses	28,243	(52,386)	8,931	156,002	181,781	188,855
Less: Administration Expenses						
Accident Compensation Levies	-	-	-	2,803	2,691	2,691
Accounting Fees	1,599	1,652	1,652	23,251	14,706	14,706
Advertising	-	150	150	1,120	793	793
Audit Fees	-	250	250	3,750	3,850	3,850
Bank Charges	336	553	553	3,978	4,523	4,521
Clubs NZ Membership Fee (Capitation)	-	2,928	-	3,273	2,928	-
Clubs NZ Seminars	-	1,042	1,042	1,391	2,346	2,346
Freight	-	2,090	2,090	2,411	3,678	3,679
General Expenses	39	90	30	1,034	961	902
Hospitality Expenses	-	(19)	-	1,275	1,298	1,316
Insurance	2,221	917	2,096	25,328	22,417	23,596
Interest Expenses	-	140	140	702	1,686	1,680

	MAR 2025	MAR 2024	BUDGET FOR MONTH	CURRENT YTD	PREVIOUS YTD	BUDGET YTD
Laundry & Cleaning	850	695	695	9,837	10,625	10,625
Legal Fees	-	-	-	2,889	-	-
Member Purchases	21	449	449	1,095	2,085	2,085
Payroll Processing Fees	155	109	109	1,618	1,102	1,102
Printing and Stationery	222	673	673	4,204	4,131	4,131
Security	56	54	54	1,781	2,163	2,166
Sky TV Expenses	1,109	1,051	1,051	12,674	10,662	10,657
Sponsorship Payments	-	-	-	-	761	761
Staff Training	-	-	-	1,639	1,500	1,500
Subscriptions Expense	-	-	-	380	380	380
Sundry Expenses	-	(60)	-	-	-	60
Travelling & Accommodation	1,043	-	-	4,241	-	-
Wages-Honourarium	-	-	-	2,400	2,400	2,400
Total Administration Expenses	7,651	12,763	11,034	113,072	97,682	95,947
Net Profit / (Loss)	(37,387)	111,412	63,733	(101,728)	78,620	80,340