

WANSTEAD & SNARESBROOK CRICKET CLUB

Minutes of the Management Committee Meeting held on Tuesday 3rd February 2009 @ 8:00pm.

Present: M. Pluck (Chair), E. Pluck, C. Hurd, T. Hebden, L. Enoch, K. Lloyd,
S. Andrews, J. Palmer, P. Staniford, N. Baldwin, N. Hutchings, S. Batra

1.0 Apologies for absence

1.1 Apologies for absence had been received from Mrs H. Mills and Arfan Akram

2.0 Minutes of Previous Meetings

2.1 Minutes of the previous Management Committee Meeting (15th September 2008) and the Special Management Committee Meeting (9th December 2008) were agreed as a true and accurate record of proceedings.

3.0 Secretary's Report

3.1 Grant Applications

Details of these were covered in the Treasurer's Report (see below.)

4.0 Development Plan

4.1 There was nothing to report on this.

5.0 Treasurer's Report

5.1 Grants

- **The Foundation for Sport and Arts** – the money had been approved and the goods ordered.
- **Sportsmatch** – grant applications were now being accepted for this and the club were in the process of submitting an application for 2008/2009. The maximum that the club could receive would be £10,000 in the first year (£5,000 from a designated sponsor would be matched with £5,000 from the Sport England Sportsmatch fund.) The funding would now be allocated on a sliding scale in the following years – 50% in year 2 and 25% in year 3)
- **Nets** – Officially the maximum that the Lord Taverners would provide towards these was £2,000 although Chris Hurd had received a letter confirming that up to £6,000 may be available.

Graham Jelley (Essex County Cricket Board Secretary and Metropolitan Essex Development Officer) was following up with the ECB regarding funding – up to £10,000 may be available towards the cost of the nets through this channel. With the Lord Taverners' grant this would potentially provide £16,000 towards the overall expected cost of around £24,000.

Timing was an important consideration here as the nets would need to be completed before the end of April if they were to be available for use this

season. It was agreed that, whatever the outcome of the grant application, safety considerations required the renewal of the netting itself before the nets could be used this year.

Action Trevor Hebden to report back to Chris Hurd/Martin Pluck as soon as he had further news from Graham Jelley regarding the ECB grants

- **Jack Petchey grants** – Len Enoch confirmed that the amount available each year had now halved (a maximum £1,800 for cricket and £600 for football.) Leader awards were no longer awarded – Tony Pluck was the last person to receive one of these.

5.2 Bar Prices

Discounts of up to 25% were now available from Greene King. However, it was noted that the club already received a 15% discount on beer prices. In addition, there was already a 20% discount on the cost of soft drinks. Going forward there would be a discount of between 20% and 25% on spirits, although sales of these during the summer months were relatively low compared to beer and soft drinks.

Prices from the supplier were increasing from 2nd February 2009. The club had a target gross profit margin of 50% and Chris Hurd proposed that this price increase was passed on to club members to maintain this margin. It was also noted that the previous increase of 20p per pint in Fosters lager prices had not been applied.

The Committee appreciated the potential adverse reaction of members to raising prices in the current financial climate. The cost of soft drinks was a potentially sensitive area, although the consensus was that club prices were competitive when compared to other local pubs (with the exception of the George.) The installation of a coke/lemonade pump had been considered to help reduce prices but unfortunately this was not technically practical.

The Committee agreed that the club must maintain its current gross profit margins and that any necessary increases should take place before the start of the season.

5.3 Playgroup and Club Bookings

The cost for booking the club for social functions would be increased to £175.

Action Chris Hurd would contact the Playgroup to discuss the subject of increasing rental costs.

5.4 Grounds maintenance

Martin Pluck and Nigel Baldwin had met with Ian Jordan to discuss costs for ground preparation and maintenance. The original contract identified the following annual costs:

- Labour – £18,000
- End of season work – £3,000
- Equipment hire – £250 per month
- Fuel

During the season 2007/8 the total costs had been £26,600 broken down as follows:

- Labour (including end of season work) – £22,780
- Equipment hire – £3,400
- Fuel – £420

Martin Pluck and Nigel Baldwin had made Ian Jordan aware that the club was looking to manage costs more closely – time sheets for all work had been requested – and were seeking to reduce the overall cost for ground maintenance. Ian Jordan proposed a fixed price of £19,500 for all work on both grounds, including equipment hire and fuel. This would not, however, include end of season labour and material costs. Martin Pluck had suggested an all-encompassing charge for the season of £20,000 to include end of season labour costs. Chris Hurd was worried whether the requisite amount of end of season work would be carried if this effort was incorporated in the inclusive price to the club. Martin Pluck and Nigel Baldwin allayed these concerns and emphasised that they would continue to ensure that there was a good working relationship with Jordan's and that all work would be closely monitored. There may be a need for additional materials, external contracting costs or specialist equipment hire to complete the end of season maintenance and these items would be addressed and costed separately. It was noted that the County was able to loan certain specialist equipment to clubs if required.

The Committee agreed Martin Pluck's proposed for an all-in annual charge of £20,000 commencing from 1st March 2009.

Action *Martin Pluck/Nigel Baldwin to put together a formal written [proposal](#) to Jordan's on this basis and will report back to the Committee on this at the next meeting*

The Committee expressed its thanks to Martin Pluck and Nigel Baldwin for the work on negotiations with Jordan's. The revised terms of the contract would save the club in the region of £6,000 in the coming year as a result of their efforts.

5.5 Water rates

The issue regarding the bill for water usage at Nutter Lane had still not been fully resolved. According to Thames Water a further £1,500 of water had been used in the 6 weeks since the first demand had been received. It transpired that the reading had been taken from a metre that was last used in Dec 2001. Thames Water were still insisting that the bill was paid and a claim made for a refund. In the meantime we are continuing to pay £100 per month until this issue is settled. Nigel Baldwin had called Thames Water to request a meeting and was awaiting a response. Thames Water were obligated to reply within 20 days.

Action *Chris Hurd to write to Thames Water to explain the situation and claim the appropriate credit on the overpayment made to date.*

5.6 Club accounts

Chris Hurd confirmed that the club had made an annual loss of £10,000 in line with his prediction at the last meeting.

Concerns had been raised regarding the way the sale of clothing was being handled. These issues included:

- **New kit** – There was a potential conflict here because, whilst there was still around £6,500 of unsold stock, a kit redesign had taken place making the retained stock harder to sell. The club is trying to sell the old style clothing whilst Fayyaz was promoting the new design
- **Clothing distribution strategy** – The responsibility for selling clothing to club members should be given to Fayyaz. He would receive a commission for selling obsolescent stock to encourage disposal of this kit before the newer designs went on sale. It was also suggested that Fayyaz should only buy in clothing that had been formally approved by Martin Pluck or, in his absence, Trevor Hebden
- **Payment outstanding** – It appears that the club still owes Fayyaz in the region £3,000 for clothing purchased to date. Chris Hurd proposed that the club give Fayyaz £3,000 of stock to cover monies owing.
- **Promotion of clothing sales** – to ensure that all members were aware of the fact that clothing was available through the club and this facility should be promoted on the club website. It was suggested that Fayyaz put together a price list to go on the website. TH noted that clothing evenings were being arranged for juniors in the coming months to promote the kit.

Action Chris Hurd/Martin Pluck to meet with Fayyaz to discuss and agree a way forward on this. Trevor Hebden to provide Martin Pluck with a sample of each item of clothing prior to the meeting

5.7 Fund raising Committee

A select group of club members were to be invited to a brainstorming session on Thursday March 12th at 8 pm to discuss fund raising options and strategies. From this initial group a core Fund Raising Committee would be formed to take these suggestions forward.

Action Len Enoch/Martin Pluck to formulate a list of attendees and invite them to the initial session.

5.8 Coaching courses

Len Enoch had looked further into the requirements, mechanics and costs of coaching courses. In summary his findings were as follows:

- Typically, the club needs to enlist eight new Level 1 and two Level 2 coaches each year.
- Funding of these courses by Essex County Cricket Board is discretionary and inconsistent
- Proof of attendance on a both a Child Protection Course and a First Aid Course was required before a coaching certificate was made available. Receipt of the certificate often took considerable time once all of the required courses were completed
- Essex CCB were insisting on all qualified coaches becoming members of the ECB Coaches Association

- When applying for courses the club was required to pay up front before finding out if places were available. £900 has been paid recently for courses. Essex CCB have confirmed in writing that the club will be reimbursed £600 towards the cost of these.
- Only £1,400 of £3,170 spent in the year to September 2008 had been refunded (Chris Hurd confirmed that no further rebates had been received since September 2008). It was by no means certain that we would receive any further funding against these courses.
- Due to the club's current financial predicament it would be necessary in future for individuals to pay up front themselves for courses and then claim the appropriate refunds from Essex CCB
- A First Aid course had been arranged for February. This costs around £15 per head – juniors to be fully funded and adults to pay half.

The Committee agreed to go ahead with the First Aid Course on this basis.

6.0 Bars

- 6.1 The takings between October and November had increased compared to the same time the previous year. However, during December there had been a reduction in income due to the fact that two of the planned functions were cancelled. In contrast to December, January had been an excellent month – £4,200 more than the previous year. Simon Andrews confirmed that hall was fully booked at the weekends until the start of the season
- 6.2 Mullaley's planned to renew this season – six Wednesday evening softball sessions and one all day event.

7.0 Grounds

7.1 Grounds report

The condition of the Overton Drive square and outfield was not as good as expected in the run up to the season. Ian Jordan had assured Nigel Baldwin that the problem on the square was caused by ground frost and that the bare patches would be filled in. The outfield had an excessive amount of moss on it and the groundsman would scarify the problem areas to remove this. A lot of leaves had blown onto the ground from the tennis courts – the tennis club had been asked to clear these up. A working party was being arranged for the end of March to tidy up the ground. This would necessitate the hiring of a skip for the rubbish. Replacement canvas sheets for the covers were also required

The Committee approved the expenditure for the skip hire and the replacement canvas covers.

The square at Nutter Lane was in very good condition. Some expenditure is required to cover the cost of painting/replacing boards and site screens. The second site screen has collapsed and is beyond repair. This will cost £950 to replace.

The Committee approved the expenditure for replacement site screen. It was noted that this couldn't be used in windy conditions

7.2 Expenditure

There is no anticipated requirement for further major equipment expenditure this coming season. Nigel Baldwin presented a proposal for a mini football pitch (50 yds wide) at the far end of the ground. This would be used to play a small number of vets games during Sunday lunch times, thereby extending the use of the club and bar during the winter months. Portable goals would be required and typically these cost around £2,500 new. However, Nigel Baldwin was confident that he would be able to improvise and provide these at little or no cost. The groundsman is happy for this to go ahead and felt that it would even help to aerate the ground.

The Committee approved the proposal for hosting a small number of mini football games at Overton Drive

8.0 Social

8.1 The Christmas party/cabaret had to be cancelled through lack of response. This was very disappointing and should a similar event be organised in the future it would be necessary to request a 50% deposit to encourage attendance.

8.2 The New Year's Eve party was not a great success. There were only around 30 people and the ticket receipts of £192 did not cover the DJ costs, which were £350. In the past between 150 and 200 people had attended this but the numbers had dropped significantly in the last 2 or 3 years.

8.3 There was a need to regenerate interest in club social events and to be more resourceful when organising these events. Lyn Rising had suggested using an iPod rather than a DJ in future to reduce costs. Joe Palmer Snr suggested using 'mass texting' (rather than email) to advertise events. This was in theory possible through the website although there would be a cost associated with setting this facility up and then using it.

8.4 No club functions were formally booked at the moment other than a quiz which had been provisionally arranged for a Saturday later in March.

8.5 There were plans to renovate the barbeque and to make greater use of it during the season rather than limiting usage to adult and junior cricket weeks

8.6 Sky TV at Overton Drive would possibly encourage members to make greater use of the bar and clubhouse at Overton Drive. Thanks to an arrangement with the ECB it was now possible to get a club Sky licence for £125 per month.

Action Martin Pluck to investigate the cost and viability of getting Sky installed at Overton Drive

9.0 Cricket

9.1 Adult Cricket

- Two teams had participated in the indoor league this season. Results had been mixed and it had not always been easy to raise competitive sides.
- The pre-season players meeting had been arranged on 8th February, which coincided with two high profile football matches. To encourage as many attendees as possible the meeting had been moved from Overton Drive to Nutter Lane and would take place at 14:15. The bar would be opened.

Action Trevor Hebden to email members with details and put a notice on the club website

- The upcoming season should be an interesting one. The Premier League was now a mixture of traditional timed games and Fifty50 limited over matches (9 of each). We had entered the National Cup and the new CCC Cup (replacement for the Evening Standard Cup.) Cocksbur were again sponsoring a National Twenty20 knockout competition. We would also be participating in the League Cup. This competition should be taken more seriously than in previous years as success would help bolster bar income in the event of our reaching the later stages and being able to host home games on a Sunday. There would only be one Sunday friendly side this year.

9.2 Junior Section

- 9 teams had been entered in the Metropolitan Essex District indoor league. The U15 teams had done extremely well with both the 'A' and 'C' sides looking likely to win their respective divisions.
- Winter coaching at Caterham has been very successful with unprecedented numbers participating each week. The younger age group sessions have been particularly well attended.
- The U11, U15 and U16 boys' sides were very strong this year and we were hoping for a more successful run in the Matchplay than in recent years.

9.3 Ladies

- The Ladies continued to progress well and were looking forward to a good season. In the not too distant future the club would need to decide whether they should join a stronger league. The Southern League was a possible option here although the cricket was very competitive and there was a lot of travelling involved. The first game for the U13 Girls would be the rearranged 2008 Lady Taverners final on 19th April

10.0 Football

10.1 Overall it had been a disappointing season so far. The U18 side had only managed to play 6 games to date – they had played all the top sides in their league and would not manage to fulfil all of their fixtures as they had to complete their programme of fixtures by the second week in March. The quality of the football was very good and Snaresbrook was one of the few junior club sides in their league – the majority of sides were academy sides affiliated to senior clubs. Snaresbrook had reached the 5th round of the Essex Cup.

10.2 The adult side had played 8 league fixtures (2 home and 6 away) and 1 cup game since the last week in August. Only 2 games had been played in the past 2 months.

10.3 The new U10 girls group were doing very well – they currently participated in a league of 6 sides where they provided 2 of the teams.

11.0 AGM Notice

11.1 Meeting agenda

The Committee approved the proposed AGM agenda.

11.2 Subscriptions/match fees

A working party comprising Chris Hurd, Arfan Akram, Len Enoch, Trevor Hebden and Vivienne Hebden had met review the subscription structure and to recommend subscription bands and match fees for the 2009 season. A basic overall increase of 4% was proposed. In addition to this, an option to pay by instalments was recommended. This would involve a single initial payment followed by 3 equal instalments to be collected by Standing Order. At the same time, the intention was to consolidate the subscription bands. This was not as straightforward as had been hoped but it was possible to rationalise the age differentiation.

Adult match fees would now cover teas and would apply to home and away games played on Saturday and Sundays. The key change was that juniors playing in senior games would now pay the same as the adults playing in those games. This was probably the most contentious item as there was concern that some juniors, especially in the lower XIs, might have difficulty in paying this higher fee. However, the club could not meet the cost of putting out six sides every Saturday without this increase. The only alternative was to raise subscriptions cross the board and this was considered less palatable. It was important that the juniors were made fully aware of this change – it would be raised at the junior registration evenings.

Occasional playing member status would apply primarily to Sunday match involvement but occasional players would also participate on Saturdays if required.

Following discussions and some minor amendments the Committee approved the proposed subscriptions and match fees for recommendation to the AGM

11.3 Committee/sub-committee reports

Len Enoch suggested that a covering note from Martin Pluck should accompany the AGM notice. This would include the following:

- A formal thanks to John Gray for his work and contribution as Management Committee Chairman
- Reference to the number of junior members and the amount of junior cricket played at the club
- A reminder of the success of the indoor coaching programme
- Reference to the football section and its successful integration into the club
- A request for additional financial support from the members in the present economic climate – this appeal should also be included in the Membership and Fixtures Handbook

Following some minor amendments the Committee approved the committee/sub-committee reports for inclusion in the AGM notice

11.4 AGM Notice distribution

The AGM notice would be circulated as follows:

- Posted on the website
- Emailed to all club members

- Posted to all Honorary members
- Placed on the club notice boards

12.0 Any Other Business

- 12.1 Martin Pluck thanked Trevor Hebden for redecorating the ceiling in the hall. The work on the bar area was scheduled for the February half term
- 12.2 Martin Pluck met with the secretary of the Drummond tennis Club to discuss the fencing/netting suggested to prevent balls from going onto the tennis courts. Unfortunately, the costs were potentially prohibitive as the price for each set of netting was around £13,000. One set would be required for the Tennis Club and one for the road. This expenditure would only be feasible if a grant were available to cover the costs.
- 12.3 Redbridge Borough had asked Trevor Hebden to arrange some outdoor coaching sessions. The dates for this were 14th – 17th April (10:00-12:00.) Another course may take place in May.

The Committee approved the request to host these coaching sessions at Overton Drive. The club will receive £100 per session.

- 12.4 Helena Mills had asked to stand down as club Welfare Officer. She had no plans to step down immediately but will continue in the role until a replacement is found. The Committee expressed its thanks for Helena's hard work and expertise during her time in this role.
- 12.5 Trevor Hebden had recently attended a NatWest Cricket Force meeting at Chelmsford to promote this scheme and felt that the club should consider participating in this initiative next year. There do appear to be advantages to be gained from taking part in this programme, although there are no real financial benefits.

The Committee agreed to review this initiative in order to assess whether the club should join this initiative next season.

13.0 Date of next meeting

- 13.1 To be arranged.