

WANSTEAD & SNARES BROOK CRICKET CLUB

Minutes of the Management Committee Meeting held on Monday 30th November 2015 @ 8:00pm

Present: M. Pluck, C. Hurd, N. Hutchings, T. Hebden, M. Piracha, S. Andrews, J. Palmer, L. Enoch, Arfan Akram, P. Osborn, S. Phillips, P. Staniford.

The Management Committee welcomed Stuart onto the Committee in his capacity as Head of Junior Cricket. See below under Action 3.21 for further details of this appointment.

1.0 Apologies for absence

J. Ellis-Grewal.

2.0 Minutes of previous meeting

2.1 The minutes of the previous Management Committee Meeting on Wednesday 2nd September 2015 were agreed as a true and accurate record of proceedings.

Action Nigel Hutchings to send a copy of the Management Committee meeting minutes to Sanjay Batra for publication on the website.

3.0 Actions from the previous meeting

3.1 *Send copies of grant applications to Nigel Hutchings so that these can be stored in the club document archive on OneDrive – carry forward.*

Action Chris Hurd to send copies of grant applications to Nigel Hutchings so that these can be stored in the club document archive on OneDrive.

3.2 *Chase up the 3rd builder, IMS Building Solutions, to provide a quote for the roof and clubhouse refurbishment – see under Pavilion Refurbishment section below.*

3.3 *Go back to JCM Barbier and ask them to provide a quote for the hall refurbishment, excluding roof – see under Pavilion Refurbishment section below.*

3.4 *Ask Southern Counties Roofing, who provided the £500 quote, to carry out the RAD Survey on the roof – see under Pavilion Refurbishment section below.*

3.5 *Update Terry O'Connor Legacy Committee as to how we plan to use his legacy – see under Pavilion Refurbishment section below.*

3.6 *Get a quote for repairing the electricity supply to the field bar at Overton Drive – Len Enoch had requested a quote but was yet to receive a response. He will follow up on this – the aim was get this resolved prior to the start of next season.*

Action Len Enoch to get a quote for repairing the electricity supply to the field bar at Overton Drive.

- 3.7 *Contact Dan Feist/Graham Jelley with regard to the installation and funding of an artificial pitch at Overton Drive – Martin Pluck had done this but, unfortunately, there was no funding available.*
- 3.8 *Contact Lynn Rising to see if she was amenable to opening the bar on Thursday evenings to accommodate Slow Coaches games – Martin Pluck had contacted Lynn who confirmed that she was willing to open the bar on Thursday evenings when Slow Coaches games took place.*
- 3.9 *Obtain quotes for the replacement or refurbishment of the Overton Drive covers – Martin Pluck and Trevor Hebden had taken the covers off and discovered that several of the supporting ribs were missing. As replacing the covers would be expensive (between £3,500 and £4,000) it was important that we explored the possibility of refurbishing our existing ones. Stuart Canvas had been contacted to obtain new ribs for the covers but they confirmed that the ribs we required were no longer available. They could provide a steel arch and we would assess whether this was compatible with our covers.*

Action Once it was available, Trevor Hebden/Martin Pluck to assess whether the steel arch provided by Stuart Canvas would work with our existing covers.

- 3.10 *Follow up with Darren Flight to finalise the pavilion refurbishment planning application – see under Pavilion Refurbishment section below.*
- 3.11 *Contact Julian Spinks of Electronic Scoreboard Units Ltd (ESU) to ask him to repair the Nutter Lane scoreboard shutter – Paul Staniford had managed to put the scoreboard shutter back together and confirmed that it would work provided care was taken when opening and closing the shutter. It would need someone to take a further look at this next season if the problem persisted.*
- 3.12 *Follow up with the tree specialist about clearing the residual roots following removal of the trees behind the clubhouse – see under Pavilion Refurbishment section below.*
- 3.13 *Invite Scott Emmons to join the 150th Anniversary Events Planning Committee – completed.*
- 3.14 *Ask John Gray to liaise with Trevor Hebden to provide management oversight of the refurbishment work, on behalf of the club – completed. John Gray and Nigel Baldwin would act as project managers for the club and provide the necessary oversight of the refurbishment work.*
- 3.15 *Provide Simon Osborn with details of the proposed 150th Anniversary events so that he can produce a press release – Martin Pluck would do this once events were finalised.*
- 3.16 *Send a copy of the minutes for the last Management Committee meeting to Sanjay Batra for publication on the website – completed.*
- 3.17 *Follow up with Sanjay Batra to ensure 2015 AGM and Management Committee meeting minutes are added to the club website – completed.*

3.18 *Carry out repairs to Nutter Lane clubhouse roof now that approval for this has been given – completed.*

3.19 *Work with Fayyaz to re-cover the junior storeroom/field bar roof – temporary repairs had been made to make the roof watertight. This would have to be fixed on a permanent basis before the start of next season.*

Action Trevor Hebden to work with Fayyaz to re-cover the junior storeroom/field bar roof.

3.20 *Replace the door of the scorers' box at Overton Drive – Trevor Hebden had ordered a replacement door. The existing one and been screwed closed until the replacement work could be completed prior to the start of next season.*

Action Trevor Hebden to replace the door of the scorers' box at Overton Drive before the start of next season.

3.21 *Reassess the Junior Section management structure and report back to the Management Committee with their recommendations – Stuart Phillips became interim Head of Junior Cricket in October 2015 and had now been appointed to this role for three years (as per original proposal), commencing December 2015. Matloob Piracha would submit a document setting out the new structure of the Junior Cricket Section at the next Management Committee Meeting in January 2016.*

Action Matloob Piracha to submit a document setting out the new structure of the Junior Cricket Section at the next Management Committee Meeting.

4.0 Development Report Progress

4.1 We continued to focus successfully on the key areas highlighted in the Club Development Report. These included:

- Adoption of a more financial focus, including gaining a principal sponsor and arranging for the efficient supply of club clothing.
- Progress plans for the refurbishment of the Overton Drive clubhouse – this was a major initiative for the club.
- Continuing to work with our county board and the ECB to promote an improved climate for recreational cricket, including a reduction in costly bureaucracy.
- Identifying options to engage members and supporters through various media channels.
- Developing a succession plan.

5.0 Pavilion Refurbishment

5.1 Originally, our second grant application submitted in June was turned down in September. Whilst this revised application met all the necessary acceptance criteria, Sport England had insufficient funds to support all of the eligible applications and consequently they decided that any bodies who had previously received grants would be excluded. As Wanstead had been given a

Sport England grant in the past we did not qualify for a grant from the Inspired Facilities Fund. However, following appeals by other unsuccessful applicants, Sport England reviewed their decision and our application was reconsidered. As a result of this reassessment, Sport England reversed their original decision and we had been awarded a grant of £75,000. This, together with the very generous legacy left to the club by the late Terry O'Connor, meant that we could now carry out the planned work on the clubhouse. Unfortunately, due to this delay, the club would not now be able to plan and complete the full refurbishment in time for the start of the 2016 season. We would focus immediately on carrying out the critical repair work needed to the roof in January 2016 and then undertake the remaining refurbishment work during the winter of 2016-17.

- 5.2 Southern Counties Roofing had been engaged to undertake the work to replace the roofing panels in January 2016 (see 3.4 above.) It was expected that this work would take 3 to 4 weeks to complete. Scaffolding would be erected over the Christmas/New Year period but this would not impact access to the clubhouse. However, the playgroup would not be able to use the hall whilst this work was being done and we would not be able to host any events during this period. As Southern Counties Roofing were fully qualified to undertake asbestos removal work we would not need to have a separate Refurbishment and Development (RAD) survey carried out.
- 5.3 There were strict conditions associated with Sport England's providing this grant to Wanstead. These included:
 - i. Work must start within 6 months of the award offer letter date and be completed within 18 months of this date.
 - ii. An acceptance form must be completed and sent back to Sport England by 5th December 2015. This should include the Bank Details Form and the Project Contracts Form. Chris Hurd had sent these forms to Sport England on 20th November.
 - iii. Partnership Funding – written confirmation was required from each source. The Terry O'Connor Legacy Committee had done this on behalf Terry O'Connor and written confirmation had been sent to Sport England on 25th November.
 - iv. Tender report forms to be completed for at least 3 competitive tenders/quotes for all elements of the project. Tenders had been received in November from 3 suppliers for the hall refurbishment work (see 3.2 and 3.3 above.) Sport England agreed that that we could go ahead and engage Southern Counties Roofing despite the fact that 3 quotes had not been obtained for roofing work.
 - v. Contractor Statement Form – any contractor would need to agree to the construction conditions by signing the Contractor Statement Form before work started. These conditions related to Building Regulations, Health and Safety/Construction and Design Management (CDM) Regulations and Statutory Safety Requirements. A signed Contractor Statement Form had been sent to Sport England for Southern Counties Roofing on 25th November. Darren Flight, the architect, had been instructed on 23rd

November to proceed with construction drawings and Building Regulations application (see 3.10 above.)

- vi. Payment claim forms to be sent to Sport England (including evidence of expenditure) for any work carried out
- vii. Redbridge had granted planning permission that would apply from 8th November 2015 subject to certain conditions. These include supplying Redbridge Council with details of the proposed scheme to protect trees in the car park while the building work was taking place.
- viii. Publicity – the following activities needed to be undertaken to fully publicise this initiative:
 - a. Media coverage to include a press release and contacting John Cryer MP to invite him to provide a quote for this press release. John Cryer had confirmed on 18th November that he was happy for a quote from him to be included. Simon Osborn distributed the press release to local media on 23rd November and Sport England were notified of this on 25th November.
 - b. Provision of a free sport session for local people.
 - c. Circulate news of this funding on Social Media. Arfan Akram had put a message on Twitter and Facebook on 23rd November. Sport England were notified of this activity on 25th November.
 - d. Hosting an event to mark completion of the project.
 - e. Installation of appropriate Sport England signage in a prominent position before any opening event and within 4 weeks of project completion
 - f. Include the Inspired Facilities logo on all publicity and marketing materials, including websites, brochures, posters and leaflets. This must follow the published Sport England branding guidelines.
 - g. Collect photographic evidence in the form of before and after photographs.
- ix. Project measures – the club needed to record throughput (number of visits to the club) and compare with target figures. We were obligated to provide actual throughput numbers every 6 months for the first 5 years of the project via the **My Application** Sport England web portal. This was available at www.sportengland.org/myapplications

It was noted that we intended to remove the residual tree roots during the construction work (see 3.12 above.)

Two club members had kindly offered to sponsor an honours board or trophy cabinets when the full refurbishment took place.

Following the roof renovation, the plan was to carry out basic redecoration of the hall to give it a facelift in preparation for the 150th anniversary events next year. Nigel Baldwin would arrange a working party to do this.

The Management Committee would like to formally congratulate Martin Pluck and Chris Hurd for their outstanding efforts in securing this grant, which was so important to the club.

The Committee would also like to thank the Terry O'Connor Legacy Committee (Simon Andrews, Chris Hurd, Nigel Baldwin and John Grey) for all the work in recent months as they have had to meet on several occasions to discuss and agree how to make best use of Terry O'Connor's generous legacy.

6.0 Fund Raising

6.1 The key focus in recent months had been on the Sport England grant. Len Enoch noted that we had also received an additional £650 from the Jack Petchey Foundation.

7.0 150th Anniversary Events Planning

7.1 The 150th Anniversary Events Planning Committee (Martin Pluck, Matloob Piracha, Arfan Akram and Scott Emmons) had met 4 times over the past 2 months to discuss plans for anniversary events for next year. The following is a list of key events scheduled to take place:

12 th - 23 rd February	Tour of Jamaica in association with the Courtney Walsh Foundation
Sat 7 th May	Launch of 150 th Commemorative Book (Michael holding has agreed to come to the club to support this.)
Sat 30 th July	Old Members Day (1st XI match) + Cheese & Wine Evening
Sun 31 st July	Afternoon match v Lords Taverners
Mon 1 st August	Ladies XI v Club Cricket Conference Ladies XI
Tue 2 nd August	All-day match v Club Cricket Conference XI
Wed 3 rd August	All-day match v MCC followed by 150 th Dinner
Friday 5 th August	President John Gray's Day including 40 overs match
October	Match v Cross Arrows CC at Lords Nursery Ground
Awaiting Date	Match v Arundel Castle Foundation XI at Arundel Castle

Anniversary week was between Saturday 30th July and Friday 5th August.

The Management Committee would like to thank Mike Mead and Simon Osborn for all the work they have done on the commemorative book.

There were also plans to host some junior celebratory events as 2016 was also the 25th anniversary of Schools Cricket at Wanstead.

Action **Martin Pluck** to publish the 150th Anniversary events calendar on the club website once plans have been finalised. He would also send out an email to club members and a letter to honorary members.

We were also looking to arrange a series of monthly events leading up to the anniversary week.

Action Joe Palmer Snr to co-ordinate events leading up to the anniversary week and publicise details to encourage attendance at these events.

- 7.2 A marquee would be set up on the ground on Friday 29th July for the whole anniversary week. Lynn Rising and Simon Andrews would be meeting with Greene King to discuss setting up a bar in the marquee – Greene King would provide the bar and we would be responsible for staffing it. Greene King had offered to donate 100 celebratory pint glasses. Joe Palmer Snr was also investigating the viability of sourcing bottles of celebratory lager.

Action Joe Palmer Snr to provide Martin Pluck with details of a celebratory lager that he had been researching.

- 7.4 A silk woven club tie had been commissioned to commemorate the club's 150th anniversary. This would go on sale for £15.

8.0 Treasurer's Report

- 8.1 Income for the 2014-15 financial year had been nearly £99,000 as opposed to £86,000 for the previous year. This included a one-off donation to the club of £10,000. Expenditure was just under £85,000 compared to £80,000 during 2013-14. Seven major expense items accounted for £28,475 of this, including:

Renovation of Overton Drive square:	£13,000
Repairs to Nutter Lane clubhouse roof:	£7,010
Maintenance and upgrading of scoreboxes:	£4,000

Whilst there was an increase in bar turnover during the summer compared to the previous year, this did not compensate for the disappointing results for the first half of the financial year when there was a significant drop in bar income. One of the contributory reasons for this decrease was the decline in the number of functions during the first 6 months of the year. There was also a reduction in the gross margin over the whole year as we tried to absorb some price increases rather than pass them on to club members. Overall, there was a material decrease in bar profit for the year (takings are detailed under section 8.1 below.)

- 8.2 Whilst adult match fees increased by 5%, match fees across the club were down by around £1,700. Winter nets were not as well attended as in previous years and there were concerns that match fees for ladies and junior games were not being collected on a consistent basis and in some cases not properly identified when deposited with the bank. We needed to be more diligent when collecting match fees and ensure that these were properly documented.

Action Pauline Osborn to ask Saba Nasim to keep a record of match fees paid in to Lynn Rising.

Action Stuart Phillips/Martin Pluck to produce a fees collection form for use when collecting adult and junior match fees.

9.0 Bars

9.1 Bar Chairman's report

Bar takings for the last 3 months had been:

	Amount	Variance
September	£7,455	-£930
October	£8,374	£3,204
November	£6,185	£2,474
Total	£22,014	£4,748

The overall bar takings comparisons for the last 2 financial years were:

	2014-15	2013-14	Variance
October	£5,170	£6,838	-£1,668
November	£3,711	£5,943	-£2,232
December	£7,966	£12,326	-£4,360
January	£2,685	£2,747	-£62
February	£3,126	£6,704	-£3,578
March	£4,391	£8,453	-£4,062
1st half	£27,049	£43,011	-£15,962
April	£4,686	£4,579	£107
May	£11,043	£9,815	£1,228
June	£12,336	£9,750	£2,586
July	£10,692	£7,981	£2,711
August	£11,122	£13,576	-£2,454
September	£7,455	£8,385	-£930
2nd half	£57,334	£54,086	£3,248
Total	£84,383	£97,097	-£12,714

One obvious concern was the fact the roof repairs scheduled to take place in January 2016 would restrict our ability to host events at the club, which would disrupt bar and hall income at the beginning of next year.

10.0 Grounds

10.1 Overton Drive

There were still problems with people coming into the car park at night and carrying out acts of vandalism, including leaving graffiti on the back wall of the club. Unfortunately, the CCTV cameras installed earlier in the year were not acting as a deterrent. Simon Osborn requested that we reconsider the possibility of installing a lockable gate at the entrance to the car park.

Action **Chris Hurd** to broach again with the landlords (Wanstead Sports Grounds Limited) the subject of installing a lockable gate at the entrance of the Overton Drive car park.

The square had been completed refurbished at the end of the season and was now looking really good. Ian Jordan had done an outstanding job here. The area in front of the pavilion had been re-seeded and this had taken really well. We could still accommodate football matches over on the far side of the ground while this continued to bed in. We would also need to monitor use of this area during the season, especially on Friday nights.

We needed to prevent gross overuse of the nets as this was having a deleterious effect on the run-ups. One possible solution to this would be to install lockable bars across the front of the nets to prevent bowling and full use of the nets outside of supervised sessions.

Action **Trevor Hebden** to obtain a quote for installing lockable bars across the front of the nets at Overton Drive.

Action **Stuart Phillips** to put together a plan for managing Friday night junior practice sessions to avoid disruption caused by unsupervised children who are not participating in coaching sessions. This would include communicating proposals for promoting safety of children at all times.

We had explored the possibility of upgrading the broadband at Overton Drive to increase the speed and had looked at a special broadband package available to clubs that are Sky customers. It turned out that to avail ourselves of this facility we would have to get a dedicated line installed, at considerable cost, and the decision was made not to go ahead with this.

Paul Bailey had kindly offered to carry out a series of maintenance jobs across the ground at no cost to the club. These included:

- Re-seeding the grass bank in front of the pavilion
- Painting the concrete plinth alongside the Linkside tennis courts
- Painting the flagpole
- Maintaining the boards at the back of the nets
- Re-varnishing the benches
- Creating a memorial garden dedicated to the memory of Jean Rumsey

The Management Committee would like to formally thank Paul for doing this work.

10.2 Nutter Lane

The club had received a letter from the Wanstead Central Bowls Club at Nutter Lane following an incident during a match. A ball went over the fence and a player went onto the green to retrieve the ball whilst wearing spikes. Whilst there was no-one playing bowls at the time, concerns were raised as to the damage to the green that such behaviour could cause.

Action **Martin Pluck** to respond to the letter received from Wanstead Central Bowls Club.

10.3 Fairlop

Whilst the Fairlop pitches were good and the location ideal for our 5th and 6th XI home fixtures several non-complimentary comments had been received

regarding the quality of the teas. The scoreboards were also now very decrepit and becoming unusable. We may need to provide our own portable scoreboards if the ones provided by Fairlop became unusable.

Action Len Enoch to bring our concerns regarding the quality of the teas at Fairlop to the attention of London Playing Fields Foundation Chief Executive, Alex Welsh.

Action Martin Pluck to speak to Chris Ley and Simon Osborn about managing the numbers used on the scoreboards provided at Fairlop.

11.0 Social

11.1 Social Events

The club was fully booked each weekend up until 4th January, after which the clubhouse would be closed to events until work on repairing the roof had been completed. This year's Players Meeting had been arranged for Sunday 11th December and this would also double-up as pre-Christmas get-together.

As noted under section 7 above, Joe Palmer Snr would be arranging regular monthly events at the club in the lead up to the Anniversary Week beginning on 30th July.

12.0 Safeguarding

12.1 A First Aid course (13 attendees) and a Child Protection course (14 attendees) had taken place recently. We also needed to ensure that all Disclosure and Barring Service (DBS) – formally Criminal Records Bureau (CRB) – checks were up-to-date.

Action Len Enoch to facilitate completion of any DBS forms after the next Players Meeting.

12.0 Cricket

12.1 Adult Cricket

As in previous years we had 2 teams in the Metropolitan Essex Indoor League (Division 1.) At the time of this meeting both teams had lost just one game.

There would be a change in next season's T20 competition. There would be 2 separate competitions. The first was restricted to 1st XI Premier and Division One sides and would lead on to the National T20 competition. Remaining teams would participate in a county competition – our 2nd XI side would be able to enter this.

The Essex League were looking to change the structure of the lower leagues. A sub-committee had been set up to oversee this review and Martin Pluck and Simon Osborn had provided their feedback on the current structure. Options that were being explored included reduction in the number of overs played and re-introducing regionalisation.

Following its success last season, the NatWest U19 Club T20 would be taking place again in 2016.

As a result of the introduction of new safety measures for helmets within professional cricket, the ECB was also recommending that all recreational cricketers wear helmets that meet the latest British safety standard from next season. The use of protective headgear was already mandatory for all Under 18s within the recreational game. Full details and amended regulations would be published in the New Year.

12.2 Junior Section

The intention was to formalise and extend the Young Coaches Accreditation Scheme. This was open to all club members 14 years and over and accreditation would be expected of all coaches and trainee coaches. This would be a requirement for club sponsorship on ECB Level 1 and Level 2 coaching courses. Accreditation criteria encompassed the following:

- A minimum of 30 hours coaching and demonstration of practical coaching and/or team management skills
- DBS clearance
- Attendance at approved First Aid and Child Protection courses
- Attendance at the club's on-going training on a variety of topics, including team management, net management, video analysis and other technical skills and also umpire, tactics and captaincy workshops

Full details of this scheme would be published on the club website.

There were continuing concerns as to the effect that the expansion of Essex district cricket was having on clubs. Player availability for junior Sunday friendly games had already been impacted and this was likely to get worse. Trevor Hebden had raised Wanstead's concerns with the Metropolitan Essex District Cricket Board and we would be closely monitoring the impact on participation at Wanstead during the coming season.

A major change had been made to the structure of the Peter Coe Cup. Formerly a 30/40 over U13 competition this would be restricted to players in the U12 age group. The winner of the competition would then represent the county in the follow season's ECB U13 National Club Cup. The rationale here was unclear but the main concern was the lack of consultation with the clubs before making such a significant change.

Results so far in the indoor competitions had been mixed but participation levels were as good as ever, which was reassuring.

12.3 Ladies Section

Wanstead had entered a team in the Ladies indoor league at Chelmsford again this year and were unbeaten at the time of writing.

13.0 Football

- 13.1 Having gained promotion last year, Snarbrook were playing in the Senior Division One of the ProKit UK Essex Olympian Football League. This was a good standard of football and the team were doing well – as at 30th November they were 4th in the table. Unfortunately, they had been knocked out of the cup competitions they had entered.
- 13.2 So far this season few games had been lost the weather. On a less positive note, the changing rooms were broken into during a recent home game and valuables belonging to several players had been stolen. This was very disappointing and would necessitate reviewing security measures when playing at Nutter Lane.

14.0 Any Other Business

- 14.1 It was agreed that the AGM would take place on Friday 4th March or Friday 11th March, depending on the availability of the hall at Overton Drive.

Action Nigel Hutchings to contact Lynn Rising about booking Overton Drive for the AGM on Friday 4th March or Friday 13th March, depending on availability.

- 14.1 There had been problems recently with the drains under the pavilion at Overton Drive. Trevor Hebden had worked with Fayyaz to unblock them, which was a time consuming and none too pleasant task.

The management Committee would like to thank Trevor and Fayyaz for their work in addressing the issue with the drains under the Overton Drive clubhouse.

15.0 Date of next meeting

- 15.1 The next meeting would be arranged for the week beginning 25th January 2016.