



WANSTEAD & SNARESBROOK CRICKET CLUB

Minutes of the Management Committee Meeting held on Wednesday 28th July 2021 @ 8:00pm

Present: M. Pluck (MPI), N. Hutchings (NH), L. Enoch (LE), Arfan Akram (AA), S. Emmons (SE), M. Piracha (MPi), J. Ellis-Grewal (JEG), M. Bentley (MB), T. Hebden (TH).

1.0 Apologies for absence

S. Andrews (SA).

2.0 Minutes of previous meeting

3.1 The minutes of the previous Management Committee meeting on Monday 8th January 2021 and the AGM on Friday 12th March 2021 were agreed as true and accurate records of proceedings.

Action NH to publish on the club website a copy of the minutes of the previous Management Committee meeting and the 2021 AGM.

3.0 Actions from the previous meeting

3.1 *Send out a practice session Zoom meeting invitation for Tuesday 16th February @ 8 pm (JEG) – completed.*

3.2 *Update Jack Petchey regarding the allocation of the July to December 2020 grant money (LE) – completed.*

3.3 *Print copies of AGM Agenda to be posted to social members (MPI) – completed.*

3.4 *Let LE know if we do not receive the January to June 2021 Jack Petchey grant money over the next few weeks (MPI) – this had been received on 15th March.*

3.5 *Send out the AGM Agenda to all club members via email. 2 weeks after this a punchier and more focussed communication would be sent out followed by periodic reminders leading up to the meeting (MPI) – completed.*

3.6 *Send an email to all club members notifying them of the website changes regarding the Welfare & Safeguarding and Volunteering sections. This should include a link to the Safeguarding Policy document (MPI) – completed.*

3.7 *Join a Zoom meeting to go through the AGM Agenda and practise the bar refurbishment and Project Heron presentations (MPI/MB/MPi/NH/JEG) – completed.*

3.8 *Set up and print out labels for social members and drop off to John Pluck (NH) – completed.*

- 3.9 *Publish a copy of the minutes of the previous Management Committee meeting on the club website (NH) – completed.*

4.0 Development Report Progress

4.1 Volunteer recruitment

The club was currently in a very strong position as regards the number of volunteers. There was a tremendous support throughout the club for all events and activities. The recent tape ball and Women & Girls events had been very successful, with the latter tournament attracting 16 teams made up of friends, mothers, daughters, aunts, cousins and grandmothers. Without the commitment and enthusiasm of our volunteers these kinds of events would not be possible.

The ECB were looking at redefining what criteria were required to qualify as a coach. This initiative extended to other sports and was not confined to cricket. All prospective coaches would have to complete a Level 1 coaching course, regardless of background or relevant experience. This would be costly for Wanstead as we bring onboard 10 to 12 new coaches each year. The ECB plans were still to be finalised but the club was concerned as to the potential impact on finances and coaching recruitment.

Action MPI to add proposed ECB coaching changes to the agenda for the next Sports Subcommittee meeting.

4.2 Jack Petchey Grants

All returns detailing how the grants had been spent had been submitted and approved. Len Enoch was in the process of handing over his Jack Petchey responsibilities. Going forward, Firoza Patel would take over the administration and Mital Patel would be responsible for ordering equipment.

5.0 Coronavirus update

- 5.1 Covid-related furlough arrangements had remained in place until the end of June, after which there had been no further financial support available to the club. Since the previous Management Committee meeting the club had received a further £27,000 in grants, which was apportioned between Wanstead Cricket Club, Drummond Tennis Club and Wanstead Central Bowls Club.

The Management Committee would like to thank Scott Emmons for arranging the bar table service at Overton Drive and setting up the mobile app to facilitate the ordering of drinks and bar snacks. This outstanding effort was key to enabling the club to provide a safe bar service following the lifting of covid restrictions earlier this year.

6.0 Fundraising

6.1 Project Heron – first phase

The £2,900 remaining from the Sport England grant was used to finish off the fencing behind the nets. The actual cost for this work was £3,840.

Phase 1 of Project Heron was now complete.

6.2 Project Heron – third phase

A London Archaeological Society representative had given the go ahead to proceed with the further refurbishment of the clubhouse at Overton Drive. Planning permission had now been granted, provided that a handful of minor amendments were made to the plan. This included a slight reduction to the height of the viewing balcony. A follow-up meeting had been arranged for Tuesday 10th August to go through the revisions with the architect. The next step would be to submit the building regulations drawings for approval. The cost for this would be £2,650 + VAT.

To apply for any further grants, we would have to supply detailed costings that would necessitate further preparatory work and consultancy. This would cost up to £8,000 and enable us to go ahead and get 3 quotes for the work required. These quotes would be needed for any grant application. The primary source for any grants we might wish to apply for were Section 105 waste management companies. The Treasurer noted that our current cash reserves would be important when applying for any grants.

Action AA to provide contact details for the ECB Head of Facilities Investment, Duncan Jenkins. We would need to communicate our intentions to him regarding grant applications for the next phase of the Overton Drive clubhouse refurbishment.

Whilst work will continue on the third phase of Project Heron, there were other interim projects that needed to be undertaken. The first of these would be the refurbishment of the groundsman's shed/tea bar.

Action TH to confirm what was required to refurbish the groundsman's shed/tea bar.

Action TH to contact Sam Velani about reinforcing the main doors to the groundsman's shed.

Joe Ellis-Grewal raised concerns about the condition of the men's toilets and showers and it was agreed that we should look at carrying out interim improvements to these pending full refurbishment work being undertaken.

Action JEG to obtain 2 quotes for the work needed to provide interim improvements to the men's toilets and showers at Overton Drive.

7.0 Treasurer's Report

7.1 At the end of June, after paying for the bar refurbishment work earlier in the year, the club's cash position was at a seasonal high of £114,000. Adult subscriptions for 2021 were £34,000 compared to £24,000 the previous year. Junior subscriptions had increased from £15,000 in 2020 to £23,000 in 2021.

7.2 The SLATE application had greatly helped adult captains and junior team managers to manage match fees. However, there were still some concerns regarding repeat offenders who were not paying their fees on time.

- 7.3 Bar income for April to June had been £29,000. Whilst there were no comparative figures for 2020 due to the Covid lockdown, the takings for the equivalent period in 2019 were £23,000. The bar income needed each year to break even was £75,000. Assuming that takings reached £60,000 by the end of August that would mean we would need to take £15,000 over the winter.

8.0 Bars

- 8.1 After over 20 years at the club Lynn Rising retired at the end of June.
The Management Committee would like to thank Lynn for the outstanding service she had given to the club over this time – she would be sorely missed. We would like to wish both Lynn and John a much deserved, long and enjoyable retirement.

Martin Pluck, Mark Bentley and Lynn Rising had put together a job specification for her successor. Nicky Rising had applied for the role and it was agreed that she would take over from the beginning of July.

Simon Andrews had become less and less involved with the bar over the winter and it was agreed that he would stand down as Bar Chairman at the end of June. Scott Emmons would take over on a pro tem basis until this appointment could be formally ratified at next year's AGM.

The Management Committee would like to thank Simon for doing such an excellent job over many years.

Action MPI to send a copy of the minutes of the Bar Subcommittee meeting on 17th July to the members of the Management Committee meeting.

- 8.2 It was noted that several juniors had been helping to wait at tables since the bar had reopened and had done a sterling job. The mobile drinks order app would continue to be used only on Friday nights when the club was very busy.
- 8.3 Food – a lot of parents had expressed concerns over the lack of food on Friday evenings. Until the end of the season, Ibrahim Dar would provide food every other Friday. We should also consider hosting a barbecue once a month. For next season we would need to look at options for ensuring food was available every Friday night. Several alternatives had already been discussed.

Action SE to send MPI details of the food that would be provided on this coming Friday 6th August. MPI would publish these on the club website.

9.0 Facilities

9.1 Overton Drive

A specialist consultant had completed a 46-page Fire Risk Assessment at the cost of £250. As a result of this a company had been contacted to advise on emergency lighting, signage and exits.

Action TH to fix windows in Overton Drive that are not opening properly.

The chair cupboard was leaking because the rendering on the outside wall had gone.

Action **TH** to re-render the wall at the back of the chair cupboard at Overton Drive.

The Playgroup storage shed needed to be replaced as it was no longer big enough. They would carry out the necessary work and liaise with Trevor Hebden as required.

The Management Committee would like to thank Fayyaz for installing longer hoses on the covers at Overton Drive. This would ensure that any rainwater drained properly away from the square.

9.2 Nutter Lane

One of the residents living next to the ground had complained about balls going into his front garden. Martin Pluck had met with him and it was agreed that the netting should be raised. This would require planning permission. Martin had submitted an application for this at the cost of £264. Martin had contacted Paul Staniford to ask him to find someone who would be able to do the work required.

The pavilion was in an increasingly poor state of repair and the changing rooms flooded recently following heavy rain. There was a potential Football Association grant available which might provide up to £25,000. This could be used to cover up to a maximum of 75% of the cost of any renovation work. We have obtained 2 quotes of around £38,000 for the refurbishment of the changing rooms and showers.

9.3 Live-streaming

The equipment had been set up to enable live-streaming of games at Overton Drive. There had been a few teething problems, but these had now been overcome. Streaming of games would be restricted to 1st XI matches and the final 4 games of the season would be used as a pilot for this new facility. The cost of the equipment included a new PC that was powerful enough to support the processor intensive software needed for live-streaming.

There was a significant amount of bureaucracy related to using live streaming, including:

- Informing the opposition that live-streaming was going to be used and obtaining their permission to do so
- Parents of any under 18 players participating in a live-streamed game needed to complete a form to evidence approval of their child being videoed
- Player registration forms needed to capture permission to be videoed. This was already in place
- Signs in the club house needed to be displayed to inform those present that the game was being live-streamed

- We would need to ensure that other clubs had implemented the same protocols

The Management Committee agreed that no junior games should be live streamed.

Action MPI to contact opponents in remaining 1st XI games this season to confirm their permission to live-stream games.

Action SE to ensure that live-streaming kit was set up prior to each game.

Action TH to inform the Head of Junior Cricket, Jon Gritten, that no junior games would be live-streamed.

10.0 Social

10.1 Scott Emmons would perform the roles of both Social Subcommittee Chairman and Bar Subcommittee Chairman in the short to medium term. The intention was to recruit a new Social Subcommittee Chairman in time for them 2022 AGM, which would allow Scott to continue as Bar Subcommittee Chairman thereafter.

10.2 This year's cricket week would start on Monday 2nd August. The schedule was as follows:

Mon 2 nd August	Afternoon:	junior cricket tournament
	Evening:	BBQ and entertainment, including live animal show
Tues 3 rd August	1.30pm:	Adult 40 overs Game v Fives & Heronians CC
	7:30pm:	Bingo and Tracey's goat curry
Wed 4 th August	Afternoon:	Fathers & Sons game
Thurs 5 th August	12pm:	Slow Coaches games
	Evening:	BBQ and entertainment
Fri 6 th Aug	2pm:	Adult 40 overs Game v President's XI
	Evening:	BBQ and karaoke

11.0 Safeguarding

11.1 **Safe Hands re-registration** – this had now replaced Clubmark. Re-registration had been completed and the club was fully compliant.

11.2 **Safeguarding and First Aid courses** – a large number of these were still outstanding. The cost for the Safeguarding courses was £300 for 12 people. First Aid courses were £20 a head. The overall cost would be around £1,200. Top-up training did not require attendance on a full course – an online video was available to cover this.

11.3 **Social Media audit** – an independent review had been carried out by Sohail Ahmed and Jose Gritten and the report forward to Trevor Hebden. Concerns were voiced that the audit had not taken into account the recently published Club Welfare & Safeguarding Policy. However, it was noted that the remit of

the audit was to look at how the club used social media and the fact that current practices were inconsistent and not organised. The report did not make any welfare recommendations.

Action MPI to go through the Social Media audit document with Sohail Ahmed and Jose Gritten and discuss with Trevor Hebden whether any potential welfare issues had been identified.

12.0 Feedback from Sports Subcommittee

12.1 The next Sports Subcommittee meeting would take place at the end of the season. The last meeting took place on 15th February. Minutes for this had been circulated as part of the meeting pack for this Management Committee meeting.

13.0 Any Other Business

13.1 The Kenya tour had been postponed again and would now be rescheduled for October 2022.

13.2 The Club Secretary requested confirmation that Management Committee members were happy with the online storage of, and access to, club management documents online on Microsoft OneDrive. It was agreed that Nigel Hutchings would circulate details of how to access these documents.

Action NH to circulate to Management Committee members details of how to access club management documents online via Microsoft OneDrive.

14.0 Date of next meeting

14.1 Towards the end of September – date to be confirmed.