

WANSTEAD & SNARESBROOK CRICKET CLUB

Minutes of the Management Committee Meeting held on Monday 7th October 2019 @ 8:00pm

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

1.0 Apologies for absence

S. Emmons (SE).

2.0 Minutes of previous meeting

2.1 The minutes of the previous Management Committee meeting on Thursday 11th July 2019 were agreed as true and accurate record of proceedings.

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

3.0 Actions from the previous meeting

3.1 *Produce a report on the club's volunteer programme and present this for discussion at the next Management Committee meeting* – to contextualise the draft document circulated to members of the Management Committee, MPi provided further background on the strategy and scope of the club's volunteer programme. The club's primary challenge at the moment was the fact that volunteer recruitment was very much carried out on an ad hoc basis. The proposal was to set up a steering group that would plan and oversee the recruitment and development of volunteers over the coming years. This would be an ongoing and iterative process that we would look to review and adapt as necessary. The key here was to identify, recruit, train and develop volunteer talent whilst managing succession planning for essential roles.

The Management Committee approved the setting up of a club Volunteer Steering Group, which would be composed of Len Enoch, Matloob Piracha, Martin Pluck, Trevor Hebden and other "co-optees" as and when required.

3.2 *Follow up with Keith Lloyd regarding the John Sankey bequest money* – MPI confirmed that this was in the Snaresbrook Football Club bank account and would be used to fund infrastructure improvements at Nutter Lane. Some of this money had already been assigned to pay for netting to be put up between the football pitch and the bowls club.

3.3 *Liaise with Paul Baily to get updates on any work he was doing on the ground at Overton Drive. Report back on this to the Management Committee* – MPI confirmed that Paul would only carry out work assigned to him by the club's groundsman.

- 3.4 *Send out an email to club members with details of the Kenya tour – MPI had done this. To date, 23 club members had put their names forward. We were looking to attract additional players to join the tour as we only had 11 so far.*

Action MPI to send out a follow up email regarding the Kenya tour and raise this at the end of season adult presentation evening.

- 3.5 *Talk to Lynn Rising about checking the viability of using the hall on a case-by-case basis when enquiries are made about hiring out Overton Drive on Saturdays during the season – completed. Any requests to use the Overton clubhouse for social events during the cricket season would be assessed as to whether it was feasible to accommodate them without disrupting the latter stages of games.*
- 3.6 *Talk with Drummond Tennis Club about re-seeding the part of the outfield at Nutter Lane that had been damaged by the contractors who had been brought in to re-lay one of the tennis courts – MPI had confirmed that the tennis club would reseed the bottom corner of the outfield.*
- 3.7 *Talk with Lynn Rising about getting support/maintenance in place for the smart till – emergency support had been arranged at the cost of £100 per annum. This would cover evenings and weekends.*
- 3.8 *Talk with the groundsman, Ian Jordan, about aerating the football pitch at Nutter Lane – this work had been completed as part of the end of season maintenance.*
- 3.9 *Meet with Addwell Solutions to plan the rollout of the card system – we had provided Addwell with a list of all paid-up members. Addwell would produce cards and these would be held behind the bar for distribution to members the next time they attended the club. Using the cards would entitle members to discounted prices and they could put money on the card if they so wished. Junior members would not get cards – these would be supplied to parents only. Replacement cards would be provided at a cost of £5. The plan was to roll out the new card system before the end of October. The only identification on the card would be the individual's club membership number.*
- 3.10 *Arrange for a copy of the minutes of the previous Management Committee meeting to be published on the club website – completed.*
- 3.11 *Follow up again with Pauline Osborn regarding the Club Cricket Charity's providing Wanstead with defibrillators – we had now applied to the Club Cricket Charity and paid £500 towards the cost of a defibrillator. They will match the club's contribution. We were still waiting to hear back from them to confirm when we would get the defibrillator and when training in its use would be provided. The timing here could not be more apposite in light of the almost tragic recent event that took place during the final home game of the season against Ilford on 31st August. At the end of the game John Pluck had a heart attack and we had to rely to Linkside Tennis Club to provide the defibrillator needed to revive him.*

On behalf of all club members, the Management Committee would like to record their appreciation and sincere thanks to all those whose amazing efforts enabled John to be resuscitated, thereby preventing a tragic outcome.

- 3.12 *Confirm with Lynn Rising whether there were any free Saturdays at Overton Drive between now and the end of the season that could be made available for a Bollywood Night. SE would also liaise with Bindya on this – unfortunately this event did not go ahead as planned due to logistical challenges.*

The Management Committee recommended that the Social Committee incorporate a Bollywood evening into the calendar of events for 2020.

- 3.13 *Work with Ashley Dixon to actively assimilate him into the Club Welfare Officer role – MPI and TH had arranged to meet with Ashley on the 9th October to discuss the optimum way to achieve this. He had confirmed that he would be happy to update the club's safeguarding policy.*

- 3.14 *Take on formal responsibility for maintenance of the facilities at Overton Drive and update Martin Pluck as to these activities – TH had been busy over recent months with a variety of jobs needed for the upkeep of the clubhouse.*

4.0 Development Report Progress

- 4.1 Good progress continued to be made on the key areas highlighted in the Club Development Report (2018-2022). As noted elsewhere (see 3.1 above) there was a big focus now on putting together a volunteer recruitment and development programme alongside the ongoing fundraising initiative (see 5.0 below) that was key to being able to undertake specific capital projects that were so important to sustaining and growing the club.

5.0 Fundraising

- 5.1 Mark Bentley attended the meeting to provide an update on the club's fundraising initiative, Project Heron. He stressed that, whilst the primary focus at this stage was on raising the funds needed to provide new practice nets at Overton Drive, Project Heron had a wider fundraising remit across all capital projects.
- 5.2 To date we had been successful in two of our grant applications. One of these was for £25,000 from Sport England and the other for £10,000 from the National Lottery Community Fund. The third award that the club had applied for was from the London Marathon Charitable Trust. This was a multi-stage process and we had successfully passed stage 1 of the application. The specialist consultant, Funding 4 Sport, had been instrumental in these successful grant applications. The charge for their consultancy would be 5% of the funds raised plus a £250 administration fee.
- 5.3 In addition to the above grants, the club had successfully raised further money through multiple fundraising activities, including the pre-season Cricket Ball, the raffle, various initiatives instigated by the Junior section such as cake sale and junior BBQ, the Caribbean Evening and proceeds from the sale of Pete

Long's book. A further £9,000 had been raised through the donations appeal via the GoFundMe website.

- 5.4 We continued to review the proposals from the three companies short-listed to install and maintain the nets – Notts Sport, Executive Leisure and Total-Play. References had been obtained from several organisations/cricket clubs who had used these suppliers. Whilst further evaluation of the proposals was still required it appeared likely that we would go ahead with Total-Play based on the quality of their submission and the references that we had received.
- 5.5 In addition to the supplier costs for installing the nets we would also need to have any overhanging or intrusive trees cut back. The cost for this would be in the region of £7,500 and would require planning permission from Redbridge as the trees were in a conservation area.
- 5.6 Mark Bentley noted that we would be required to monitor the usage of the nets once they had been installed – this was one of the terms of the Sport England grant.

The Management Committee would like to acknowledge the outstanding efforts of the Fundraising Committee for all their efforts, especially Mark Bentley. In addition, a big thank you to all those who helped to raise money for Project Heron, in particular Joe Ellis-Grewal, Scott Emmons, Paul Baily, Dave Ramdial, Atiq Nasir and Pete Long, and to everyone who had so generously contributed to the GoFundMe appeal.

6.0 Treasurer's Report

6.1 NR circulated a draft copy of the accounts as at the 31st August 2019. Key points to note were:

- Whilst the accounts indicated a small loss over the first 11 months, it was hoped that the final year-end figures would reveal that the club had made a small profit.
- Bar income for the year looked to be a lot lower than expected at this stage. Bad weather during the season had impacted takings with 5 Fridays being washed out during the season.
- Match fees were lower than expected – a further analysis of this would be required to understand the reasons for this reduction.

Action	NR to provide MPI with a full breakdown of all match fees – adult/junior and indoor vs outdoor.
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7.0 Bars

7.1 Bar Chairman's report

Bar takings had improved over the past 3 months. July was up by just over £300 despite the poor weather and August and September had shown increases of approximately £1,800 when compared to 2018.

The comparative figures for the last 3 months were as follows:

	2019	2018
July	£10,607	£10,273
August	£11,280	£9,480
September	£8,722	£6,961
	£30,609	£26,714

8.0 Facilities

- 8.1 There had been no major expenses relating to maintenance of the clubhouses over the past 3 months.
- 8.2 We has switched our building insurance from Allianz to Avia, saving the club £600 per annum.
- 8.3 There had been a big outlay on ground maintenance, including extending the square at Overton drive to accommodate the new nets and provide a new u11 strip. This had resulted in increased costs of around £1,500.

9.0 Social

- 9.1 The main discussion topic here was Paul Baily's proposal to host a **Medieval Living History Fayre and Tournament** at Overton Drive in late September/early October 2020. Whilst this had the potential to raise a lot of money for the club, there were several aspects of this event that needed careful consideration:
 - Organising such an event would clearly require a lot of work and painstaking planning
 - The proposal suggested more than 1,000 people were likely to attend this event, which would breach council restrictions that limited events to no more than 499 people. Could we scale down the proposal to reduce numbers below the 500 threshold?
 - There were likely to be insurance implications
 - We would need to apply to Redbridge for a Temporary Event Notice
 - A large number of volunteers would be needed to run such an event
 - Could we just hire the ground out to the Oxford Household, who would be arranging and promoting the show?

Action MPI to ask Paul Baily to produce a proposal for a 'slimmed down' event and raise this with the Social Committee.

10.0 Safeguarding

- 10.1 2019 had been a relatively quiet year from a Safeguarding perspective. However, concerns had been raised over the use and monitoring of social media, especially with regard to the use of WhatsApp groups. The focus here was on groups deemed to be official club vehicles, which included a mix of over-18 and under-18 participants. This was typical for groups used for adult teams to communicate information relating to matches and other events relevant to team members. All of the adult sides typically included club

members under the age of 18. The main issue here was to prevent communications that could be considered as being inappropriate or could be categorised as abuse. Some clubs had gone to the extent of banning WhatsApp groups entirely. One suggestion was that the Wanstead Welfare Officer should be a member of all club WhatsApp groups to monitor all communications and pre-empt any potential abuse or misuse of these groups.

Action TH/MPI to discuss with Ashley Dixon the subject of the use of social media with a view to updating the club's policy/protocol in the area and to identify any actions need to enforce the policy and prevent breaching Safeguarding standards.

11.0 Feedback from Sports SubCommittee

12.1 The next meeting was scheduled to take place on 29th October. Minutes of this meeting would be circulated in due course.

12.0 Any Other Business

12.1 **Junior tour of Oman** – this had been given the go-ahead and would replace the tour to Sri Lanka, which had been abandoned for safety reasons. A group of 23 would be going to Oman where they would be joined by another 5 club members, who would be making their own way there.

12.2 **Club kit** – we had been looking at alternative suppliers in light of the quality of service provided by the company who had supplied the 1st XI's training kit. Having reviewed this company further it had been decided that the cost and delivery times of providing kit for all club members precluded our switching suppliers. We would continue to use Fenton Sports

13.0 Date of next meeting

13.1 The next meeting would be arranged for the week beginning 9th December.