



WANSTEAD & SNARESBROOK CRICKET CLUB

Minutes of the Management Committee Meeting held on Tuesday 14th December 2020 @ 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), S. Andrews (SA).

1.0 Apologies for absence

None

2.0 Minutes of previous meeting

3.1 The minutes of the previous Management Committee meeting on Tuesday 6th October 2020 were agreed as a 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 *Put together a discussion paper for the Accounting Review Group meeting following production of 2020 draft accounts early next year. Waiting for the 2020 draft accounts to be produced. Carry forward.*

Action LE to put together a discussion paper for the Accounting Review Group meeting following production of 2020 draft accounts early next year.

3.2 *Arrange the one-off meeting of the Accounting Review Group once the 2020 draft accounts had been produced early next year – waiting for the 2020 draft accounts to be produced. Carry forward.*

Action LE/MB to arrange the one-off meeting of the Accounting Review Group once the 2020 draft accounts had been produced early next year.

3.3 *Complete Welfare policy document – see under **Safeguarding** in Section 11 below.*

3.4 *Work with Jon Gritten to categorise volunteers/managers for DBS purposes – completed. Trevor Hebden had updated the list of members who required Disclosure and Barring Service (DBS) checks.*

3.5 *Circulate an update to all members regarding the state of the club following the difficulties faced as a result of the coronavirus pandemic – completed. The responses to this had been very positive.*

3.6 *Publish a copy of the minutes of the AGM and the previous Management Committee meeting on the club website – completed.*

- 3.7 *Look at the option of electric, rather than gas, outdoor heaters to ascertain the relative costs of running these and the environmental implications – see under **Facilities** in Section 9 below.*
- 3.8 *Organise the purchase of a second outdoor heater and get both heaters ‘concreted-in’ – see under **Facilities** in Section 9 below.*
- 3.9 *Start work on providing a temporary fix to the windows in the home dressing room at Overton Drive – Trevor Hebden had started work on this and needed 3 or 4 days without rain to enable him to complete the repairs.*
- 3.10 *Provide a pickaxe to enable the digging of a trench for the electricity cable– completed. The electricity cable had been laid and 2 external double sockets installed next to the nets.*
- 3.11 *Agree roles and membership of Conduct & Child Protection Panel – see under **Safeguarding** in Section 11 below.*

4.0 Development Report Progress

4.1 Volunteer recruitment

A Communications Officer had been appointed. The Welfare roles were covered under **Safeguarding** in Section 11 below

4.2 Jack Petchey Grants

Thanks to the large number of activities that the club continued to facilitate we continued to be eligible for Jack Petchey grants. We currently had £2,000 allocated, which could be used to contribute towards the cost of paying for capital items – these grants could not be used to contribute towards payment of the club’s ongoing running costs. We currently had a requirement for new slats in the sight screens at Overton Drive and the allocated grant money could be used to pay for these.

Action MP to go ahead and order the slats needed for the Overton Drive sight screens.

The club was currently looking to purchase equipment to enable live streaming of adult and junior matches. A discounted price for the necessary kit was available through the ECB. We would need to go for the wireless option, which would cost £1,650. We should be able to use some of the Jack Petchey grant money for this. We would need parental approval to stream junior games and we should add this approval request to next season’s registration forms.

Action MP to look at live streaming kit and training requirements.

5.0 Coronavirus update

- 5.1 Further lockdown restrictions were put in place for the period 5th November 2020 to 2nd December 2020 following which Tier 2 restrictions were introduced. Because of the increase on covid cases it now looked highly likely that London and parts of Essex would be moved into Tier 3 in the coming days. The bar had now been closed down for the foreseeable future and we did not expect to re-

open it until the end of March 2021 at the earliest. We would take the opportunity to refurbish the bar area during this closure (see under **Fundraising** in Section 6 for further details on this).

Redbridge were offering further grants to business/sports clubs that had been severely affected by the socialising restrictions imposed under Tier 2. Martin Pluck had successfully applied for grants for Overton Drive and Nutter Lane. We would be sharing the Nutter Lane grant money with the Tennis Club and the Bowls Club as, like us, they also pay rates for their Nutter Lane premises.

6.0 Fundraising

6.1 Project Heron – Phase 1

This was now successfully completed following the installation of the electricity cable and two external double sockets for the nets.

6.2 Project Heron – Phase 2

This phase would focus on further refurbishment of the Overton Drive clubhouse. Architectural drawings for the refurbishment had been circulated to the Management Committee and the following key aspects were discussed:

- i. **Tree survey** – this was required prior to our being able to apply for planning permission. An arboriculture consultant had produced a report, which did not identify any serious issues that were likely to result in our being refused permission to undertake the refurbishment work.
- ii. **Planning application** – Martin Pluck would work with the architect, Daren Flight, on this.
- iii. **Present plans to members** – all club members would be invited to join a Zoom call in the new year. This would allow them to provide feedback on the plans once they had been shared with members.
- iv. **Builders' quotes** – once planning permission had been received, we would need to get quotes for the work from 3 builders.
- v. **Grant application** – it was estimated that the cost for the work would be in the region of £150,000. The club would need to obtain grants to enable us to pay for this refurbishment work and planning permission and builders' quotes were needed before we could apply for grants. We would work on this with the same grant consultant who helped us to apply successfully for grants when installing the new practice nets at Overton Drive.

In addition, we were looking to revamp the bar at Overton Drive. Simon Andrews, Lynn Rising and Scott Emmons had visited Eton Manor Rugby Club to see the results of their recent bar refurbishment. Work would start on the Overton Drive bar refit on Friday 18th December. As part of this we would be expanding the range of beers available by increasing the number of pumps to 10 – Greene King would be replacing the pipework required for this. The work should be finished by the end of January 2021. The overall cost, including improvements to the external bar area (see under **Facilities** in Section 9 below) would be in the region of £25,000.

7.0 Treasurer's Report

7.1 **March 2021 Forecast** – the Treasurer reminded the Committee of the forecast presented at the last meeting, which was of 30th September 2020, and shared the revised forecast as at the 14th December. The key points to note were:

- 1) The coming months were likely to be quiet for club in relation to cricket (matches, coaching and net practice) and the opportunities for opening the bar and hosting events at Overton Drive were likely to be very limited.
- 2) The bar staff would now be officially furloughed until the end of March 2021. Depending upon the severity of the pandemic and any additional associated lockdowns this furlough period might be extended further.
- 3) A second, highly successful virtual Race Night had raised a further £1,500 for the club.
- 4) We had received additional grants of around £3,500 from Redbridge.
- 5) Until the picture was clearer, the revised forecast did not include any costs relating to cricket (training, pitch hire fees etc) or bar refurbishment and improvements to the seating/barbecue area near the Overton Drive entrance.
- 6) We expected to have slightly greater cash reserves at the end of March 2021 than anticipated in the previous forecast.

7.2 **Forthcoming incremental income** – the areas that we would be concentrating on in the future included:

- 1) Bar margins – a more detailed analysis on this would be carried out in 2021.
- 2) Ongoing fundraising – this included initiatives such as the 100 Club.
- 3) Increasing sponsorship push.
- 4) Grant plans – the next focus here would be on identifying and raising grants for completing the refurbishment of the Overton Drive clubhouse. This was likely to be far more challenging than raising money for the nets.

7.3 **Upcoming unforecasted costs** – these included:

- 1) Minor cricket-related expenses – sight screen repairs, benches, web streaming, etc.
- 2) Bar refurbishment – this would be slightly more than originally expected (around £25,000) and would now encompass improvements to the outdoor seating area and barbecue.
- 3) Pavilion refurbishment – we were still at the very early stages of this initiative, but the cost of this work was estimated to be in the region of £150,000. Obtaining grants was key to the viability of this project.

7.4 It was important to note that to obtain grants we would need to evidence a greater level of expense management than ever before and be able to prove the club's longer-term viability and sustainability. To this end, it was important that we could show sufficient cash reserves to ensure that we were able to deal with any unexpected costs or downturn in income. This money would be used to the benefit of our members and the community that we were part of.

8.0 Bars

8.1 Bar Chairman's report

There was little to report here as the bar had been closed for a large part of the past 2 months and was now unlikely to re-open before the end of March 2021. We did open for some days in October and November when the takings were £460 and £871 respectively. When open, social distancing was effectively adhered to and masks worn at all time indoors.

9.0 Facilities

9.1 Overton Drive

Scott Emmons shared some really illuminating digital drawings that he had put together to show potential options for the redesigned terrace bar seating area and barbecue. The proposed improvements would encompass:

- Fixed tables/benches with umbrellas.
- Outside heaters – following a review of the heater options it was decided that electric ones would be better than the gas alternatives as they were more environmentally friendly and were far cheaper to run. They would be incorporated into the umbrellas, which would also facilitate storage.
- Artificial grass/astroturf – this would be laid in front of the clubhouse as it was easier to maintain and was more robust than natural grass. The cost for this was yet to be confirmed.
- A revamp of the barbecue
- Installation of external speakers to provide music for people sitting outside.

For any construction work required we would look to use the company who had been engaged to carry out the internal bar refurbishment.

10.0 Social

10.1 The virtual Race Night on 26th November was a great success and succeeded in raising nearly £3,000, which would be shared between Wanstead and the club's nominated charity (see under **Any Other Business** in Section 13 below for more details of this). The Management Committee would like to thank everyone who sponsored races/horses and who contributed to this highly successful event.

A big thank you to Scott Emmons and Joe Ellis-Grewal who organised and hosted the evening and to Jahansher Akbar, whose Excel wizardry was vital to the smooth running of this event.

11.0 Safeguarding

11.1 **Safeguarding Policy** – Len Enoch, Matloob Piracha, Trevor Hebden and Martin Pluck had been updating the Safeguarding Policy document, which was nearing completion. This had been shared with the Essex County Cricket Club Welfare Officer, who had approved it and asked if it could be considered as a template that could be shared with other clubs. Once the document was

finished it would be circulated to members of the Management Committee to formally endorse as club policy. Len Enoch emphasised the importance of regular reporting to evidence the fact that we were implementing this policy effectively.

- 11.2 **Safeguarding Panel** – there had been a good response to the request for club members who would be willing to sit on this panel. We were also actively looking for volunteers to join the Welfare Support Team who would be available during Friday night coaching sessions to provide assistance and guidance on any welfare or safeguarding questions and issues.

Action LE to provide the final list of members of the Welfare Panel and Welfare Support Team.

Len Enoch and Trevor Hebden would be attending a safeguarding workshop, hosted via Zoom, on 15th December.

12.0 Feedback from Sports Subcommittee

- 12.1 The Sports Subcommittee had not formally met since 29th September so there was nothing further to report.

We were still planning for junior indoor training sessions in the new year – Jon Gritten was co-ordinating this. There would need to be 1 adult supervisor for every 8 junior players. Indoor coaching was still possible within the Tier 3 lockdown guidelines although there were some concerns as to whether we should go ahead with this. Parents were very supportive of having these training sessions, but the club was the final arbiter as to whether these should proceed. This also applied to indoor junior cricket arranged by the Metropolitan Essex District Cricket Board. They were sending out a questionnaire to all clubs to assess which ones wanted to participate in the indoor competitions.

13.0 Any Other Business

- 13.1 Scott Emmons and Mark Bentley had been assessing which charities we should partner with when carrying out fundraising activities. Mark recommended the local charity, the Corner House Project (CHP), that was based in the centre of Wanstead. This was a very worthwhile cause that helped those that were vulnerable, homeless, or at risk of becoming homeless, with the provision of food, warm clothes and other essentials, as well as support and guidance. This fully aligned with our strategy to be a community club and would also increase our profile within the Wanstead community. Half of the money raised at the recent race night would be allocated to CHP. Mark proposed that we considered a joint venture with CHP and commit a proportion of the fundraising money to them in future.

The Management Committee fully supported a partnership with CHP. It was important to note that this relationship did not rule out the club's involvement with other organisations.

Mark Bentley and Martin Pluck would finalise a joint press release confirming the partnership, in which the club would support the CHP's fundraising activities.

Action MB/MP to finalise the press release announcing our partnership with CHP and ensure this was publicised on the club website.

Action MP to send out an end of year message email to all club members and place the message on the club website.

13.2 Arfan Akram confirmed that the postponed tour to Kenya had been rearranged for October 2021.

14.0 Date of next meeting

14.1 The next meeting would take place on Monday 8th February 2021.

Action MB/MP/NH to put together the 2021 AGM Agenda for review and approval at the next Management Committee meeting on 8th February 2021.