



# WANSTEAD & SNARESBROOK CRICKET CLUB

## Minutes of the Management Committee Meeting held on Thursday 16<sup>th</sup> December 2021 @ 8:00pm

**Present:** M. Pluck (MPL), N. Hutchings (NH), L. Enoch (LE), Arfan Akram (AA),  
M. Piracha (MPi), M. Bentley (MB), T. Hebden (TH), Niru Williams (NW).

### 1.0 Apologies for absence

S. Emmons (SE), J. Ellis-Grewal (JEG).

### 2.0 Minutes of previous meeting

3.1 The minutes of the previous Management Committee meeting on Thursday 23<sup>rd</sup> September 2021 were agreed as true and accurate records 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 *Follow up with Jon Gritten regarding scheduling and booking of coaching courses – completed.*

3.2 *Introduce Niru Williams to Phil Knappett, Graham Jelley and Graham Smith – Niru had met with Phil Knappett and Graham Smith. Arfan Akram had taken over from Graham Jelley, so there was no longer any need to liaise with him.*

3.3 *Obtain 2 quotes for the work needed to provide interim improvements to the men's toilets and showers at Overton Drive (JEG) – Martin Pluck to confirm the status of this with Joe Ellis-Grewal. **Carry forward.***

**Action** JEG to obtain 2 quotes for the work needed to provide interim improvements to the men's toilets and showers at Overton Drive. MPL to confirm the status of this.

3.4 *Document the protocol and criteria for identification of Jack Petchey award recipients as well as the equipment procurement procedures – completed.*

3.5 *Add proposed ECB coaching changes to the agenda for the next Sports Subcommittee meeting – completed.*

3.6 *Arrange the next Bar Subcommittee meeting for some time in October – completed. The meeting actually took place on 30<sup>th</sup> November.*

3.7 *Draft a communication regarding the Club Welfare Officer transition and get this agreed with Trevor Hebden before circulating to all club members – completed. This role was now entitled Club Safeguarding Officer.*

- 3.8 *Follow up with the adult team captains who had not yet responded to the adult presentation evening invitation – completed.*
- 3.9 *Liaise with Ian Jordan regarding improvements to the outfield drainage in front of the pavilion at Overton Drive – completed. See under 9.1 below for further details.*
- 3.10 *Organise a meeting with club members to go through the revised architectural drawings and elicit feedback on the refurbishment plans – this was still outstanding as it was dependant on construction drawings being completed (see under 6.1 below). **Carry forward.***
- 3.11 *Complete an ECB grant application for laying a non-turf pitch at Nutter Lane – the grant application had been completed. Arfan Akram had also followed up on this with a contact he had at Lord’s. See under 9.2 below for further details.*
- 3.12 *Go through the Social Media audit document with Sohail Ahmed and Josee Gritten and discuss with Trevor Hebden whether any potential welfare issues had been identified (MPi) – Matloob Piracha would work on this with Niru Williams in the new year. **Carry forward.***

**Action** MPi to go through the Social Media audit document with Sohail Ahmed and Josee Gritten and discuss with the Club Safeguarding Officer whether any potential welfare issues had been identified.

- 3.13 *Circulate to Management Committee members details of how to access club management documents online via Microsoft OneDrive (NH) – completed.*

#### **4.0 Development Report Progress**

##### **4.1 Volunteer recruitment**

Nothing to report beyond the Volunteer Steering Group item covered under Safeguarding (see 11.1 below).

##### **4.2 Jack Petchey Grants**

Len Enoch had transitioned the club’s Jack Petchey equipment procurement responsibilities to Mital Patel. Feroza Patel had taken over the administration function.

#### **5.0 Coronavirus update**

- 5.1 The recent introduction by the government of Plan B to counteract the rapid spread of the Omicron Covid variant had already started to impact the club. Events booked at Overton Drive on Friday 17<sup>th</sup> December and Saturday 18<sup>th</sup> December had been cancelled and, although a children’s party on Sunday 19<sup>th</sup> December was still going ahead, we were highly likely to see other bookings cancelled over the coming weeks and months. Len Enoch noted that, as Covid was likely to be an issue for the foreseeable future, the club would need to continue producing Risk Assessments for each venue where we were responsible for running cricket-related events. Len had already completed one for the upcoming indoor junior cricket coaching at the Wanstead Youth Centre in Elmcroft Avenue. Putting together these Risk Assessments was a lengthy

process and it was suggested that the club considered engaging someone to specialise in writing them. Len Enoch would continue to produce these until an alternative volunteer could be identified. In any event, it was agreed that **all Risk Assessments should be signed off by the Club Safeguarding Officer.**

**Action** MPI to send a reminder to members of the importance of wearing masks and social distancing when using club facilities.

## 6.0 Fundraising

### 6.1 Project Heron – third phase

No significant further progress had been made on this as we were still waiting for the architect to complete the revised construction drawings. Once these were available Martin Pluck would organise a Zoom meeting to present the plans to club members for their feedback. See action point 3.10 above.

**Action** MPI to organise a meeting with club members in early 2022 to go through the revised architectural drawings and elicit feedback on the refurbishment plans.

## 7.0 Treasurer's Report

7.1 Mark Bentley had put together a final draft of the club accounts for the year ending 30<sup>th</sup> September 2021. These had been circulated to attendees prior to the meeting. The following points were highlighted:

- We had generated a small surplus of around £6,000 during 2021 and the club had ended the year with cash reserves of just under £120,000. This figure was stated after taking the opportunity to make a further provision of around £33,000 against the future pavilion refurbishment. This meant we had reserved £38,000 so far against the planned pavilion refurbishment.
- Whilst we played a full season in 2021 and the clubhouse had been open during the summer months, the bar had only been open for 6 months during the 2021 financial year. This enforced closure had been mitigated by significant Covid-related grants received from Redbridge for Overton Drive and Nutter Lane.
- The closure of the bar between November 2020 and April 2021 had provided the opportunity to undertake Phase 2 of Project Heron, the refurbishment of the bar area at Overton Drive. The expense of this initiative (£55,000) had been justified by the fact that income during the 6 months since the bar had re-opened was the same as for the whole of 2019, the last time the bar had been open throughout the year. It should be noted that the net bar income was reduced overall due the additional costs of engaging temporary staff to provide the table service deemed necessary to ensure a safe environment for all members using the bar facilities. We intended to maintain table service on Fridays only in 2022. Bar income of around £100,000 a year was expected going forward provided there were no further significant disruptions caused by Covid.
- Member subscriptions increased to £36,000 from £24,000, reflecting the rise in overall membership from 2020, which was the first year heavily disrupted by Covid. We were able to attract many more juniors, and the growth of the ladies/girls section was notable. We had been far more

efficient at collecting match fees thanks to the introduction of the Slate app, which was rolled out for all sides at the start of the season. Match expenses rose to £9,300 from £4,800 in line with the increased number of games, as we played a full season rather than the half season in 2020

## 8.0 Bars

- 8.1 The Bar Subcommittee met on Tuesday 30<sup>th</sup> November. Minutes had been circulated to Management Committee attendees.
- 8.2 Bar takings during the period were covered in the Treasurer's Report.
- 8.3 It was agreed that we should look at the 2022 summer opening hours with a view to ensuring that the bar was open during evenings when club members at the club for training sessions and mid-week games.

**Action** Bar Subcommittee to agree optimal bar opening times for next summer. LE to provide input to these discussions based on his experience of the mid-week usage of club facilities during the summer months.

**Action** MPI/MB to agree December bonus with Niki Rising based on the 3 months since she took over as Bar Manager.

## 9.0 Facilities

### 9.1 Overton Drive

**Drainage** – following discussions with Ian Jordan regarding the outfield drainage problems, Ian had provided a quote of £2,750 + VAT for the work required to replace the drains between the pavilion and the square and to extend these to the oak tree to the right of the pavilion. **The Management Committee approved this work.**

**Sprinklers** – The pop-up sprinklers for the square did not work during the summer and had been replaced. The square itself had been renovated and aerated. The grass had taken well thanks to the recent mild, wet weather.

**Chair cupboard damp** – upon further inspection it was agreed that there was no need to replace the rendering at the back of the clubhouse to address the damp problem in the chair cupboard. Replacing the guttering clips should resolve this issue.

**Field bar** – Trevor Hebden had received a quote from a local builder for the refurbishment (including re-roofing) of the field bar, but this was considered to be too expensive. He was currently awaiting a quote from Danish Prabhakar, which was expected to be more competitive. Consideration had been made towards resurrecting the tea bar to serve refreshments from the front of the field bar but there were concerns that we would not have the resources available to take advantage of this.

**Groundsman's shed** – Sam Velani had been given the go-ahead to install new doors.

**Clubhouse ventilation** – one window in the lounge may need to be replaced as it no longer opened and another one is difficult to open and close. These problems needed to be resolved as effective ventilation was key when looking to mitigate the spread of Covid.

**Action** TH to check the windows in the lounge at Overton Drive with a view to replacing the window that is stuck if it cannot be fixed. He will also ensure that all the other windows can be opened easily.

**Hall decoration** – it was agreed that the hall would need repainting before the start of the next season.

## 9.2 Nutter Lane

**Boundary netting** – Planning permission had been given to replace the netting but, based on quotes we had received, the cost to do so was very high. The local resident, who had raised the issue of balls going into his front garden, had offered to pay half of the costs. He agreed that the quotes that we had received were prohibitive and would look to see if he could get a more acceptable quote for the work required.

**Non-turf pitch** – there was an ECB requirement to get permission from Redbridge council to install the pitch. This would cost £160. However, it transpired that we may need full planning permission to go ahead with this work. There was uncertainty within the council itself as to whether planning permission was definitely required. We had contacted the ECB to ask them to provide examples of other clubs who had obtained council planning permission to install a non-turf pitch.

**Action** MPI to send Arfan Akram a copy of the latest communication with Redbridge council regarding the Nutter Lane non-turf pitch planning permission issue.

## 10.0 Social

10.1 Nothing to report since the previous meeting.

## 11.0 Safeguarding

11.1 Niru Williams, who was taking over as Club Safeguarding Officer, provided a detailed safeguarding status update. This report had been circulated to Management Committee members prior to the meeting.

Since the announcement of her appointment as Club Safeguarding Officer, Niru had met with Phil Knappett (Essex County Safeguarding Officer) and attended three training sessions – Safeguarding and Protecting Children, Safe Hands and First Aid. She had also had a number of discussions with senior club members to help prepare her for the new role. Niru was especially grateful to Trevor Hebden for his helpful briefing and advice.

*Once again, the Management Committee would like to thank Trevor for the outstanding job he had done as Club Welfare/Safeguarding Officer over the past 5*

years. Thanks also must go to Vivienne Hebden for the support she has given Trevor in this important and demanding role.

Niru appreciated how challenging the task would be against the background of the recent press coverage of racism in county cricket. Fortunately, Wanstead had already addressed the key issue of whistleblowing with the club's revised policy issued in December 2020. This included a Members' and Family Charter and a chat box where members could raise concerns in confidence.

The ECB, along with other interested and influential bodies, had published further regulations and guidelines, including the following:

- i. an **Action Plan to tackle Racism**  
(<https://www.ecb.co.uk/news/2369919>)
- ii. localised **Equity Diversity and Inclusion Plans**  
(<https://resources.ecb.co.uk/ecb/document/2021/11/26/fcc98918-3246-4d5c-9d8c-ccee2dc193ba/ECB-EDI-Action-Plan-2021.pdf>)
- iii. The ECB **Anti-Discrimination Code**  
(<https://resources.ecb.co.uk/ecb/document/2021/03/16/f0036503-deaa-4b81-874d-7e027d7d4617/24.ECB-Anti-Discrimination-Code-2021-vF.pdf>)

The relevant documents needed to be considered carefully to ensure that the club was fully compliant and following best practice. Niru might need to consult with the County Safeguarding Officer for further clarification if there are any areas which were not clear. Initial indications were that there may be additional reporting requirements for the quarterly Management Committee meetings. The club policy and website would also need to be updated to reflect recent changes, including Niru's appointment and the change in terminology from 'welfare' to 'safeguarding'.

**The Management Committee approved a review of the club's safeguarding policy.**

We also needed to consider whether the additional regulations/guidelines should be specifically referenced in the club constitution. Any changes to the constitution would need to be made in time for the upcoming AGM in March 2022.

**Action** **NH** to check what safeguarding related changes would be needed to the constitution and liaise with **NW** on these.

**Action** **NH** to liaise with **NW** regarding safeguarding related changes to be made to the club website.

A decision was also required as to whether a special committee was required to review any complaint that might hint at discrimination/racial abuse. Detailed discussion of these issues in the past had been through the Voluntary Steering Group (VSG), who were then able to present recommendations to the Management Committee. It would be appropriate for Niru to be elected to the

VSG as it required a safeguarding perspective on any senior voluntary appointments.

**The Management Committee approved Niru's joining the VSG.**

The ECB were looking to select a partner to offer consultancy services and provide assistance if any issues were raised at clubs regarding discrimination (eg in team selection). Legal advice would be available if required and Phil Knappett was willing to provide resources and guidance in this area.

Niru had contacted those people involved in member registration to confirm that they were happy to be involved next year. In the coming weeks, she would also be contacting the Safeguarding team and panel members to ascertain if they wished to continue serving.

Trevor Hebden had provided an updated spreadsheet of DBS checks and those members who had completed first aid training. In future, anyone who needed a DBS check should be referred to Niru as she was now authorised by the ECB as an ECB DBS verifier.

**Action** NW to liaise with Jon Gritten to confirm who would be coaching at the junior indoor training sessions to ensure they were all DBS approved.

Niru would liaise with Phil Knappett about safeguarding courses for any members who needed to attend them.

**Action** NW to contact Jon Gritten to discuss which junior managers and coaches should attend the safeguarding course scheduled for 12<sup>th</sup> January at Leyton.

11.2 Three first aid training courses had taken place at the Overton Drive. One of these was for Wanstead members only. Everyone who applied got a place on one of these courses. This included Niki Rising. All venues hosting junior activities must have a trained first-aider present. It was considered best practice for all coaches and team captains to be first aid trained.

**12.0 Feedback from Sports Subcommittee**

12.1 The most recent Sports Subcommittee meeting took place on 18<sup>th</sup> October.

12.2 Joe Ellis-Grewal had arranged adult indoor nets for the new year. These would take place on Wednesdays, 8pm to 10:30pm.

12.3 A Level 2 cricket coach from Leicestershire was interested in playing for Wanstead as well as coaching adults and ladies and also taking 1<sup>st</sup> XI training on a Saturday.

12.4 The first adult game next season would be on Saturday 16<sup>th</sup> April. The league season started on the 8<sup>th</sup> May. In the League Cup, both of last season's finalists (Wanstead and Brentwood) had received a 1<sup>st</sup> round bye but were drawn to play each other in the 2<sup>nd</sup> round! Wanstead's T20 group semi-final/final day

would be at Billericay. The 4 teams involved in this were Wanstead, Billericay, Brentwood and Ilford.

### 13.0 Any Other Business

- 13.1 **Green Agenda** – Len Enoch highlighted the increasing focus on sustainability awareness and environmental care, especially following the recent COP26 conference. Cricket was bound to be impacted by green considerations and many members were likely to support any green initiatives that the club looked to support and implement. In future, grants from sporting bodies such as Sport England would, in all probability, consider a club's green credentials and its commitment to sustainability and environmental protection. A long-time family member, Sanjay Prabhakar, had extensive experience of green recycling and would be willing to provide guidance and advice on green initiatives that the club was looking to deliver. Len was happy to put together a draft proposal to take this forward.

The Management Committee unanimously agreed that this was an excellent idea and that it was keen to be involved in developing a Green Strategy for the club.

**Action** LE to put together a draft proposal for progressing a Green Strategy at the club.

- 13.2 **Kenya tour** – Arfan Akram confirmed that we still intended to go ahead with this in October 2022. However, plans may need to be revised if circumstances change that might impinge upon the safety of participants.
- 13.3 **Ultra Low Emission Zone (ULEZ)** – this was expanded up to the North Circular as of 25<sup>th</sup> October 2021. As a result, both Overton Drive and Nutter Lane were now within the ULEZ. We would need to remind potential guests and visiting players of this change in case they owned vehicles that did not meet the ULEZ emissions standards.
- 13.4 **ECB coaching course** – Kishen Velani, Jonathan Das, Joe Ellis-Grewal and Finlay Chesney-Brown had been booked onto an ECB Core Coach course. This had superseded the old ECB Level 2 coaching courses.

### 14.0 Date of next meeting

- 14.1 The week beginning 7<sup>th</sup> February 2022 – date to be confirmed.