

# WANSTEAD & SNARESBROOK CRICKET CLUB

## Minutes of the Management Committee Meeting held on Wednesday 15<sup>th</sup> September 2010 @ 8:00pm.

**Present:** M. Pluck (Chair), C. Hurd, T. Hebden, P. Staniford, Ms K. Byrne and K. Lloyd, N. Hutchings, S. Batra, J. Palmer

### 1.0 Apologies for absence

1.1 Apologies for absence had been received from Arfan Akram, N. Baldwin, J. Palmer, L. Enoch and S. Andrews.

### 2.0 Minutes of previous meetings

2.1 The minutes of the previous Management Committee Meeting (13<sup>th</sup> April 2010) were agreed as a true and accurate record of proceedings although a minor amend to the wording was requested. Once this had been done the Committee were happy to publish these on the club website.

**Action** Sanjay Batra to publish April 2010 Management Committee minutes on the club website.

**Action** Nigel Hutchings to amend minutes from last meeting (13<sup>th</sup> April 2010) as discussed.

### 3.0 Actions from the previous meeting

3.1 *Contact Michael Holding to see when he would be available to participate in the formal opening of the new nets – completed by Arfan Akram. Michael Holding attended the nets' opening ceremony (see below.)*

3.2 *Continue liaising with the landlords and Mullaley's recommended contractor on repairs to drive/car park – emergency repairs have been carried out to the drive but these are already deteriorating. The landlords currently had no money available to carry out more extensive and repairs but would consider setting money aside for this in the future. We had formally pointed out that the current state of the car park and access road was a risk to both cars and people who use the facility.*

**Action** Chris Hurd to follow up once more with Wanstead Sports Grounds Ltd (Overton Drive Landlords) on carrying out repairs to the access road and car park

3.3 *Send all members who donated £10 or more with their registrations a form to enable them to claim tax relief on their donation – carry forward.*

**Action** Chris Hurd to send all members who donated £10 or more with their registrations a form to enable them to claim tax relief on their donation.

3.4 *Let Sanjay Batra know the dates for the proposed Comedy Nights at Overton Drive so they can be advertised on the website – unfortunately these events did not take place.*

- 3.5 *Once Martin Pluck has confirmed that John Sankey is happy for us to put up a plaque at Nutter Lane acknowledging his generous donation to the club purchase a plaque to be installed at Nutter Lane – carry forward.*

**Action** Len Enoch to obtain John Sankey plaque

- 3.6 *Provide the Management Committee with a list of club Level 1 and Level 2 qualified coaches. This information will then be posted on the club's website – carry forward*

**Action** Len Enoch/Trevor Hebden to provide the Management Committee with a list of club Level 1 and Level 2 qualified coaches. This information will then be posted on the club's website

**Action** Sanjay Batra to publish list of club Level 1 and Level 2 qualified coaches on the club website.

- 3.7 *Report back at the next Management Committee meeting on the status of the Coaching Accreditation and Achievement Award schemes – Len Enoch had confirmed that the workshops had gone well and that we now needed to register coaches who had participated in these onto Level 1/Level 2 training courses. The club would have to ask those planning to attend these courses to apply and pay online – the club would then reimburse.*

- 3.8 *Update the club's Child Protection Policy and get the new version approved by the Conduct and Child Protection Panel – carry forward*

**Action** Kate Byrne to review and update Safeguarding Policy – liaise with Sanjay Batra to update the document on the club website.

- 3.9 *Add Snaresbrook honorary members to the website – completed by Martin Pluck*

- 3.10 *Check with John Sankey that he is happy for us to put up a plaque at Nutter Lane acknowledging his generous donation to the club – carried forward (see 3.5 above)*

**Action** Martin Pluck to agree wording with John Sankey for plaque at Nutter Lane

- 3.11 *Confirm that scoreboard requires a 240v power supply – completed by Martin Pluck*

- 3.12 *Meet with Joe Palmer Jnr and Steve Ramdial to discuss social events for adult cricket week – completed by Martin Pluck*

- 3.13 *Obtain a second quotation for removing root blockage in drains to see if a more competitive price is available – a quote of £6,600 from Public Sewer Services had been accepted. The work was scheduled to be done by the end of the week beginning 20/09/2010.*

- 3.14 *Once Trevor Hebden has confirmed list of interviewees with Stuart Phillips for the Junior Section review contact these club members to confirm his approval for this initiative – carry forward*

**Action** Martin Pluck to contact club members participating in Stuart Phillips' Junior Section review to confirm his approval for this initiative.

- 3.15 *Send out copies of Membership Booklet and membership renewal letters for 2010/2011 season to honorary members – completed by Martin Pluck*

**3.16** *Send Rob Wallace at Drummond Tennis Club details of the quote that we received for protective netting to prevent cricket balls going on to the tennis courts – quotes for alternative netting options had been received. These covered a variety of length and heights. The costs for providing this protective netting were high and this initiative raised several issues, including:*

- i. Would Drummond Tennis Club contribute towards the cost for this as they had an obligation to protect their members?
- ii. There was the possibility that the Nutter Field Landlords would make a contribution to the cost
- iii. We should be able to restrict the extent of the netting to the tennis club round to the top site screen but would other neighbours next to the ground also asked for the same protective netting to be installed?
- iv. Once any netting was erected there would be an ongoing annual cost for maintenance

**Action** Martin Pluck to respond to Drummond Tennis Club regarding protective netting following a review of quotations for supply and erection of netting

**3.17** *Speak to Henry Chambers and/or Mike Mead to see if they would like to undertake the refurbishment and reorganisation of the photos displayed in the clubhouse – Martin Pluck confirmed that Mike Mead would look into this.*

**Action** Martin Pluck to arrange a meeting with Lynn Rising and Mike Mead to discuss the reorganisation of photos/pictures on display at Overton Drive

**3.18** *Talk to Veronica Over about fund raising plans and ideas – it was confirmed that unfortunately Veronica was no longer involved with the club so this would not be possible.*

**3.19** *Contact Ian Jordan to see if he wants to use the gang mower stored at Nutter Lane – carry forward*

**Action** Nigel Baldwin to contact Ian Jordan to see if he wanted to use the gang mower stored at Nutter Lane.

**3.20** *Obtain an angle grinder to cut up the defunct sightscreen at Nutter Lane – carry forward*

**Action** Nigel Baldwin to obtain an angle grinder to cut up the obsolescent sight screen at Nutter Lane.

**3.21** *Produce labels to enable Membership Booklet and membership renewal letters for 2010/2011 season to be sent to honorary members – completed by Nigel Hutchings*

**3.22** *Check out the electricity supply that will be used for the scoreboard to ensure it meets the manufacturer's requirements (240v) – completed by Paul Staniford*

**3.23** *Contact the Ladies captain, Anjali Bamra, to persuade her to make greater use of the club website for Ladies cricket – Sanjay Batra had tried on several occasions to contact Anjali but had been unable to do so. There was a growing concern that the Ladies Section was becoming a club within a club. See later under Ladies Section.*

- 3.24 *Publish January 2010 Management Committee minutes on club website – completed by Sanjay Batra*
- 3.25 *Undertake research into coffee vending machines for the clubhouse at Overton Drive – Sanjay Batra had undertaken research into alternative options and costs. All of these were expensive and would require significant maintenance effort so this was not a viable proposal. However, Miss K Nagra – a volunteer who is not a parent – had provided refreshments by hand during junior home games. An honesty jar was introduced and this facility had more than paid for itself*
- The Committee would like to formally thank Miss Nagra for all the hard work she had done to make this initiative a success.*
- 3.26 *Contact builders working on refurbishment of gents toilets to ask them to take up the carpet in the corridor outside of the toilets – completed by Lynn Rising/Simon Andrews*
- 3.27 *Follow up with Lynn Rising regarding the reduction in bar takings for the first 6 months of the financial year – Simon Andrews confirmed that the drop in takings was primarily due to the poor weather in the first 2 months of the year.*
- 3.28 *Provide Chris Hurd with list of all registrations for 2010/11 season with details of any donations made to the club at the time of registration – completed by Trevor and Vivienne Hebden*
- 3.29 *Contact Club Turf regarding concerns we have regarding the robustness and safety of the edging around the nets – Trevor Hebden had followed up on this. The nets were now looking reasonably robust as they had bedded in. They needed to be rolled regularly to ensure consistency and maintain the quality of the surface.*
- 3.30 *Contact the company recommended by Vivienne Hebden to confirm the costs of reframing photos – this would be handed over to Mike Mead.*
- 3.31 *Follow up with Hitssports Support regarding the fact that undelivered emails do not get flagged up when sending out emails from the website – Trevor Hebden had contacted them to raise this issue.*
- 3.32 *Follow up with Stuart Phillips on Junior Section review and associated interviews to agree strategy and schedule – this was still outstanding. Carry forward.*

**Action** Trevor Hebden to follow up with Stuart Phillips on the Junior Section review and associated interviews to agree strategy and schedule

- 3.33 *Make all U13/U15 managers aware that they must not use the middle 3 tracks at Nutter Lane for junior fixtures – Trevor Hebden had done this but on several occasions this directive had been ignored (see later under Grounds Report.)*
- 3.34 *Send email out to Management Committee members identifying suitable date for nets' opening evening – completed by Trevor Hebden. The opening had gone ahead on Tuesday 29<sup>th</sup> June. The event was extremely successful and very well attended. John Cryer MP, Michael Holding, Courtney Walsh and Jahangir Khan had attended and the latter 3 participated in the dinner afterwards to*

promote the Courtney Walsh Foundation.

*The Committee would like to formally thank all those involved who had worked so hard to make this initiative such a success. Special thanks went to Trevor Hebden for all he had done in co-ordinating the funding and installation of the nets.*

- 3.35 Send Martin Pluck a copy of draft generic invitation letter for special guests attending the nets' opening ceremony – completed.
- 3.36 Draft a letter of thanks for the autographed drawing kindly presented by the Metropolitan Essex Branch of the Association of Cricket Officials and forward to John Gray so that he could acknowledge this kind gesture on behalf of the club Carried forward – carry forward

**Action** At the next AGM, **Trevor Hebden** to formally thank the Metropolitan Essex Branch of the Association of Cricket Officials for the autographed drawing kindly presented to the club for hosting the umpiring courses over the winter.

#### 4.0 Secretary's Report

##### 4.1 Grants

The key grants received this year were:

- i. Nets – ECB and Lords Taverners had contributed just over £21,000 to the cost of £23,000
- ii. We had received a Sport England grant of £8,500. This had contributed to the cost of the new scoreboard at Nutter Lane, the remainder being used to cover Junior Section expenditure in equipment and coaching. The club needed to confirm details of the costs incurred.

**Action** **Len Enoch/Trevor Hebden** to agree Junior Section expenditure and provide details to Chris Hurd for Sport England grant

**Action** **Chris Hurd** to recirculate details of criteria for expenditure as stipulated by the Sport England grant

##### 4.2 Broadband

This cost £14 per month and to date had been very successful with club members making extensive use of this facility. Sanjay Batra raised the question as to whether it made sense to continue with this when consideration was given to the fact that it was only used actively for just under half the year.

*The Committee agreed that the success of this initiative justified the club continuing to pay for the use of broadband at Overton Drive.*

#### 5.0 Development Plan

- 5.1 Len Enoch was aware that this needed to be reviewed so that it could be updated next year. A new 5 year plan would be set out in 2011 and should:
- be co-ordinated with Stuart Phillips's review of the Junior Section
  - incorporate the Ladies and Football Sections

- include up-to-date statistics that were provided to the ECB
- take into consideration the fact that large recreational clubs are getting bigger whilst the smaller ones were finding it more and more difficult to survive. 5 or 6 clubs were now dominating Essex recreational cricket. This situation may give rise to a renewed interest in a Greater London league.

**Action** Trevor Hebden/Len Enoch to complete club Development Plan statistics on ECB Play Cricket website by the end of October

## 6.0 Treasurer's Report

### 6.1 Statement of accounts

Chris Hurd reminded the Committee that the financial year end was 30<sup>th</sup> September – the club was on target to break even over the year. The following points were highlighted:

- The bar take to the end of July was down by around £10,000. The first 2 months of the year had been particularly challenging because of the bad weather conditions.
- Costs were down and prices charged by the brewery were lower this year
- Bar takings at Nutter Lane were significantly reduced (between October and July the takings were down from £12,500 to £7,500) although wages decreased by £1,500 as adverse weather had affected the number of days the club had been open
- There were several items of exceptional expenditure. These included the new nets, refurbishment of the toilets (c £2,500) and the repair of the drains (£6,600 which was yet to be incurred.)
- Revenue from the John Smith Cricket Festival had raised £3,000 for the club
- The weekly Bonus Ball draw run by Nigel Baldwin had raised £236
- The income from social events was less than in the previous year

*The Committee would like to formally thank all those who had worked so hard to make the John Smith Cricket Festival such a success – this was a welcome source of income for the club.*

## 7.0 Bars

### 7.1 Chairman's report

Simon Andrews was unable to attend the meeting in person but provided a written report as follows:

- The bar over the last 3 months had seen an increase in takings for the months of June and July against the same months in 2009. However, there had been a reduction in takings for August – this was mainly due to the poor weather experienced during this month together with a number of regular family members being on holiday.
- Adult Cricket Week had been fairly well supported but poor weather on our main two days – Wednesday and Friday – had led to a reduction in the number of people attending the club
- Unfortunately Junior Cricket Week was not well supported during the day. This was primarily due to the lack of opposition provided by other clubs –

most of the games played were inter-club as a result. In addition, a number of our large family groups were on holiday and it was also a religious festival (Ramadan) for a number of our members.

- Thought should perhaps be given to the scheduling of our two Cricket Weeks next year. Ramadan would be moving forward by ten days, which again would affect the number of people attending the club. This in turn would adversely impact our takings.
- Overall the atmosphere in the club this season had been very good.
- For the winter a number of private functions had already been booked – there was only one free Saturday before Christmas.
- There was an increase in bookings from club members together with a number of charity functions for CHAOS and Breakthrough.

## 8.0 Grounds

### 8.1 Grounds report

Both squares had significantly improved this year and Overton Drive ranked 4<sup>th</sup> out of 40 in the league at the mid-season stage. The outfield had struggled in the drought in the early part of the summer. The seeding of the football pitch/outfield at Nutter Lane had been particularly beneficial this season.

End of season work would include deep scarifying and reseeding of both squares and the Overton Drive outfield. Both squares would also be solid tined. Costs for this work would be similar to last year.

An ECB assessment of Overton Drive (paid for by the Essex County Cricket Board) had been largely positive. The report identified a layering issue, something that the club was aware of. This would require major reconstruction to fix and would cost in excess of £40,000.

The site screens at Nutter Lane needed to be dismantled and chained – this needed to be done during the next 2 weeks.

**Action** **Nigel Baldwin** to organise dismantling and winter storage of Nutter Lane site screens.

Ian Jordan had made several comments about the use of the grounds during the season. These are worth highlighting:

- There appeared to a general lack of pride in the ground which was demonstrated by the condition the ground was left by members after games. Chairs and flags were regularly left out, litter was not cleared up and the site screens were not always taken down after matches at Nutter Lane
- Communication to the groundsman regarding the scheduling of games at both grounds had not been as effective as in previous years.
- Notification of cancelled fixtures could be improved. 16 U15 fixtures had been lost during the season and on several occasions pitches were prepared that had not been required.
- There were concerns that the Nutter Lane was being overused. The club should monitor the amount of Sunday junior cricket played there as the square had become exhausted by the last month of the season. The limited number of strips at Nutter Lane meant that it was important to restrict

junior games to the reserved strips (top and bottom) and not play on the area set aside for adults and Matchplay – this guideline had been regularly ignored.

The Committee agreed with these observations and were especially concerned to ensure that club members took pride in the grounds and accepted responsibility at all times for the condition they were left in after games and events. This ethos would be emphasised at future player and coaches meetings as well as at next season's junior registration evenings.

**Action** Martin Pluck to send out a communication reminding all club members of the responsibility and duty of care that everyone has to ensure that both grounds are left tidy after games - chairs put away, flags brought, plastic bottles and litter removed etc.

*The Committee once again would like to thank Nigel Baldwin for his unstinting efforts in ensuring that the both grounds were maintained to a consistently high standard*

## 8.0 Social

- 9.1 The Adult Cricket week was very successful from a social perspective despite the bad weather on Wednesday and Friday – most of the nights had been well supported
- 9.2 The evening events during Junior Cricket week had also been well attended despite the lack of competitive fixtures against other clubs.
- 9.3 The Jazz Evening organised by Sanjay Batra had also gone very well
- 9.4 The main fund raising initiatives had been the club raffle and the John Smith Cricket Festival

## 10.0 Safeguarding

### 10.1 Information collation

Graham Hambly had been struggling to get up-to-date information regarding members' certification (CRB, First Aid, coaching qualifications etc.) This was important from a club governance and accreditation perspective and he needed greater support from the club to obtain this information. Martin Pluck would work with Graham on ensuring co-operation from adult members. The Committee agreed that this was a priority initiative for the club.

**Action** Trevor Hebden to send Graham Hambly an up-to-date list of all club coaches

**Action** Trevor Hebden to send Kate Byrne and Graham Hambly a list of all club members who have completed a First Aid course in the last 3 years

**Action** Trevor Hebden to organise First Aid course(s) at Overton Drive for club members who need to renew their qualification

**Action** Trevor Hebden to look into possibility of running a club Child Protection/Safeguarding Children course at Overton Drive - follow up with Phil Knappett

**Action** Kate Byrne to liaise with Sanjay Batra about Safeguarding training/requirements for adult players who are responsible for the welfare of junior club members playing in adult teams

## 11.0 Cricket

### 11.1 Adult Cricket

- This had been an extremely successful season with the 1<sup>st</sup> XI winning the Cricket Club Conference Cup (formerly the Evening Standard Trophy) and defending the Essex League Cup. They were also runners-up in the Premier League.
- The 5<sup>th</sup> and 6<sup>th</sup> XIs had outstanding seasons both winning promotion

### 11.2 Junior Section

- This had been one of the most successful seasons in the section's history. The highlights were:
  - i. Victory in the NatWest U15 National Competition – an outstanding achievement as more than 1,600 clubs participate in this. John Cryer had sent a letter to the club congratulating us on our success in this and the Ladies competitions.
  - ii. The U16s had reached the Matchplay final for the second successive year
  - iii. The U15s won the Metropolitan Essex Cox & Kings Trophy. What was particularly rewarding about this was the fact that none of the South England/England players were involved in this
  - iv. The U13s reached the semi-final of the Peter Coe Cup, being defeated by the eventual winners of the competition.
  - v. The U11s and U13s were runners up in their respective Nasser Hussain Trophy competitions
  - vi. The U11s won the Hayden Davies Trophy, the premier Essex competition for the age group
  - vii. Fielding had significantly improved a fact that was evidenced by Jay Williams winning the Best Fielder award in the U15 National Finals
  - viii. Discipline was generally very good this season and the U15s were recognised by the ECB for their good sportsmanship during the NatWest Trophy
- The club had invited James Foster to be guest speaker at the Junior Dinner.

### 11.3 Ladies Section

- Results had been mixed this season. After a slow start the women's team improved to finish runners-up in the league and succeeded in winning the Middlesex 6-side trophy.

- There was an ongoing concern that the Ladies Section was not fully integrated into the club

**Action** Martin Pluck to discuss/review the future direction of the club's Ladies Section.

## 12.0 Football

12.1 The U21s side went through the last season unbeaten and won the league. They finished runners-up in both cup competitions. The U21s' had already achieved a particularly eye-catching 5-1 victory over Barking Reserves this season. The adults had just achieved their first success

12.2 The U11s were playing in an U12 7-side league this year.

12.3 The Girls U14s were due to have their first fixture next week

## 11.0 Any Other Business

The Committee's attention was drawn to a joint ECB-Cranfield Institute initiative – the Sustainable Cricket Project. The aim of this was to improve the management of natural resources such as water, carbon (energy and fuels), chemicals and minerals (soils) in the sport. The project will also investigate how the prediction of future UK climate might affect cricket in England and Wales, and the potential for reducing the carbon footprint of the sport. The ECB envisaged the recommendations and data coming from this work forming future policy and educating cricket through a rapidly changing and complex sporting environment. The ECB was committed to understanding risk but mitigating future costs that burden the club network.

## 12.0 Date of next meeting

12.1 It was proposed that the next meeting should discuss selected key concerns that affect the club rather than focus on day-to-day management issues. The topics for discussion would be suggested by Management Committee members.

**Action** All Committee members to put forward ideas as to what major issues relating to the overall direction/strategy of the club should be considered for discussion at the next Management Committee meeting. Suggestions should be provided to Martin Pluck/Nigel Hutchings for potential inclusion in the meeting agenda.

12.2 The next meeting would be on Monday 15<sup>th</sup> November 2010 – 8 pm at Nutter Lane.