

# WANSTEAD & SNARES BROOK CRICKET CLUB

## Minutes of the Management Committee Meeting held on Tuesday 6<sup>th</sup> February 2018 @ 8:00pm

**Present:** N. Hutchings, T. Hebden, L. Enoch, P. Osborn, N. Rathakrishnan, S. Andrews, M. Piracha, Arfan Akram, S. Emmons, J. Ellis-Grewal.

### 1.0 Apologies for absence

M. Pluck, S. Phillips, P. Staniford, J. Palmer.

### 2.0 Minutes of previous meeting

2.1 The minutes of the previous Management Committee meeting on Tuesday 19<sup>th</sup> December 2017 were agreed as a true and accurate record of proceedings.

**Action** Nigel Hutchings to arrange for a copy of the minutes of the previous Management Committee meeting to be published on the club website.

### 3.0 Actions from the previous meeting

3.1 *Follow up on a defibrillator usage course and the possibility of acquiring a defibrillator via this means* – Arfan Akram was awaiting details of scheduled courses. These were free to recreational cricket clubs and hopefully the club would receive 2 defibrillators as a result of attending the course. We still needed to decide who would be the appropriate club members to go on this course. The attendees should include Lynn Rising and/or Simon Andrews. Martin Pluck had also contacted both the Community Heartbeat Trust (CHT) and the Club Cricket Charity regarding defibrillators but so far had heard nothing. Details of defibrillators were available on the CHT website

<https://www.communityheartbeat.org.uk/sports-clubs-schools/club-cricket-charity>

**Action** Arfan Akram to continue to follow up on a defibrillator usage course and the possibility of acquiring a defibrillator via this means.

3.2 *Arrange for the existing netting to be upgraded. This included Len contacting a club member he knows to see if he would be able to add skirting to the netting to prevent balls getting under the nets* – Len Enoch and Trevor Hebden had not had any success to date in finding the appropriate skirting for the nets at Overton Drive.

**Action** Len Enoch/Trevor Hebden to arrange for the existing netting to be upgraded. This included Len contacting a club member he knows to see if he would be able to add skirting to the netting to prevent balls getting under the nets.

3.3 *Apply for ECB 2018 Small Grant Scheme funding to help towards costs of renovating the toilets and showers at Nutter Lane. The grant submission had to be submitted by Friday 23rd February 2018* – Martin Pluck has asked Paul Staniford to provide a quote for the upgrade of the ladies toilets and showers at Nutter Lane. Whilst this was still outstanding, Martin expected the quote to be provided towards

the end of the week beginning 5<sup>th</sup> February 2018. Scott Emmons suggested the club consider a builder who his company had used on several occasions to do building work. He would provide an email address for the builder and Trevor Hebden would contact them to arrange a date for them to come to Nutter Lane to provide a quote for this work.

**Action** Scott Emmons to provide an email address for a builder who the club could consider to undertake the refurbishment work for the ladies toilets and showers at Nutter Lane.

**Action** Once he had received the email details from Scott Emmons, Trevor Hebden to arrange for the builder to come to Nutter Lane to provide a quote for the refurbishment work for the ladies toilets and showers.

**Action** Martin Pluck to apply for ECB 2018 Small Grant Scheme funding to help towards costs of renovating the toilets and showers at Nutter Lane. The grant submission had to be submitted by Friday 23<sup>rd</sup> February 2018.

- 3.4 *Contact Lynn Rising to confirm whether Mark was actively using Nutter Lane for personal training sessions – Martin Pluck confirmed that Nutter Lane was used for occasional personal training sessions – typically once a week. The club were paid for this usage whenever it occurred.*
- 3.5 *Put a message on the club website thanking those members whose generous donations covered the cost of the new trophy cabinet. This would also include a reminder to club members of the FRIENDS of Wanstead Cricket Club initiative – Martin Pluck had put something on the website and also sent out an email to all club members.*
- 3.6 *Arrange for a copy of the minutes of the previous Management Committee meeting and the AGM to be published on the club website – completed.*
- 3.7 *Work with Lynn Rising to assemble a social committee, comprising representatives from adult and junior sections, to plan and organise fund raising events throughout the summer of 2018. The target was to host at least one event per month – Scott Emmons was progressing this initiative. His aim was to form a larger committee that better reflected the diverse composition of the club. This would include representatives from the Ladies section as well as various Junior age groups. A questionnaire around catering options had been circulated to members last year and this included a question about volunteering. Scott was currently following up with club members who had responded positively to the volunteering question to ascertain whether they would like to be involved with the Social Committee.*

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

- 4.1 Good progress had been made on organising the volunteers and identifying and allocating the tasks required to produce the next Club Development Report. Key focus areas would include the social aspects of the club, including what we can do for our club members and how we can encourage their broader involvement in a wide range of club activities. The Development Plan was a key requirement for Clubmark accreditation.

- 4.2 A questionnaire had been put together, which would be sent out to club members at the start of the week beginning 12<sup>th</sup> February. This would be customised for different groups within the club such as team managers, captains, Slow Coaches players and Management Committee members. An interview panel of 13 people had been assembled and they would meet on 11<sup>th</sup> February to agree responsibilities and activities. This panel included external participants, who were not club members and would be able to provide an independent perspective that would enhance the effectiveness of the feedback gathering process. These external contributors would interview people not directly associated with the club, such as Essex County Cricket Board members and team captains from other Essex clubs. All responses would be treated in the strictest confidence. Arfan Akram suggested we should also include the club sponsors in this interview process.
- 4.3 The target date for completion of the 1<sup>st</sup> draft of the report was end of May for presentation at the next Management Committee meeting.

## **5.0 Fund Raising**

- 5.1 As noted above, it was important to get a quote for the work needed to improve the ladies toilets and showers at Nutter Lane so that we could apply for ECB 2018 Small Grant Scheme funding.
- 5.2 Organisation of targeted events and initiatives was key to successful fund raising for the club and the trophy cabinet appeal was a good example of how effective this could be. It was felt that members would respond better to fund raising ideas with a specific goal in mind, especially if they were aware of the target amount and progress being made to achieving this – the church steeple fund thermometer paradigm was something we should perhaps consider. To facilitate large-scale fund raising, we should also look at hosting significant one-off type events, such as the marquee charity events that have been so successful at the club in the past few years.

## **6.0 Treasurer's Report**

- 6.1 The final Income & Expenditure Account Summary and the Balance Sheet for the financial year ending 30<sup>th</sup> September 2017 were included in the AGM Agenda. The club had made a loss of £8,370 in 2016-2017. Whilst this was predominantly as a result of an overspend of £5,000 on the Overton Drive clubhouse refurbishment there was also a significant drop in income during the year. This was offset, to a certain degree, by a reduction in expenditure but the impact on the club's bottom line of a material decline in income highlighted the importance of fund raising activities to the long term viability of the club. Whilst the club was currently in a relatively strong position financially, as reflected by the cash holding in the bank, this was the lowest net cash amount we had held for a number of years and it was important that the club was in a healthy net cash position to cover unexpected heavy expenditure and future capital projects.

## 7.0 Bars

### 7.1 Bar Chairman's report

December 2017 bar takings were relatively disappointing, despite the fact that there had been functions at the clubhouse every weekend during the month. Takings were around £2,400 down on the previous year and the fact that nothing had been arranged for the New Year, for the first time in many years, had not helped. January 2018 had been a lot better (see below).

The comparative bar takings for December and January were as follows:

	2018	2017	2016	2015
December	£6,229	£8,732		
January	£4,811	—	£1,216 (2 wks)	£2,645

In the 1<sup>st</sup> week of February takings were already half of those for the whole of the corresponding month in 2016.

## 8.0 Pavillions

- 8.1 The feedback received following the Overton Drive refurbishment continued to be uniformly positive. Martin Pluck had reminded Ian Bales from Carlton Construction, the builder who carried out the clubhouse refurbishment, about providing us with a quote for the extra work we want to be done to the gents toilets and the changing room showers at Overton Drive. This included the new boiler that would in all likelihood be needed if any upgrades to the showers were made.
- 8.2 We were still awaiting quotes for refurbishment to the ladies toilets and showers at Nutter Lane so that we could apply for ECB 2018 Small Grant Scheme funding to help towards the costs of doing this work (see 3.3 above).

## 9.0 Grounds

- 9.1 Nothing really to report here other than the fact that seeding of both squares had taken well. A further reminder would be sent out to club members asking for volunteers to help with pre-season ground tidy-up activities on NatWest Cricket Force Day on Saturday 23<sup>rd</sup> March.

## 10.0 Social

- 10.1 Scott Emmons was actively working on assembling a 'refreshed', more representative Social Committee. The focus for social events this summer would be on quality rather than quantity. Darts evenings at Overton Drive would recommence towards the end of February.

## 11.0 Safeguarding

Clubmark re-accreditation would be a big focus for the club this year. Trevor Hebden was spearheading this initiative and safeguarding was an important component of this. In-house training courses for 1<sup>st</sup> Aid (22<sup>nd</sup> February) and Safeguarding (8<sup>th</sup>

March) had been organised. These were free to eligible club member (eg coaches and junior managers).

Trevor had written to all new adult team captains and vice-captains reminding them that they need Disclosure and Barring Service (DBS) clearance. Applications were now done entirely online – paper reminders should be ignored. Trevor would initiate the applications on behalf of the individuals who required clearance.

The list of coach coaches was being renewed to identify those who were no longer involved in coaching activities. Substantial savings could be made on the costs of providing mandatory training for active coaches. This training was a requirement for Clubmark accreditation.

*Martin Pluck had thanked Mital Patel, on behalf of the Management Committee, for donating the First Aid kits for the Wanstead Junior teams. This was very generous and much appreciated.*

## **12.0 Cricket**

### **12.1 Adult Cricket**

There was an overall increase in the number of teams participating in indoor cricket leagues. The 'A' team had lost just 2 games so far.

Some of the changes to the Laws of Cricket announced in 2017 were being introduced into recreational cricket for the 2018 season. Trevor Hebden would be hosting a session at the club on 20<sup>th</sup> March to explain what these changes were and what the differences were between senior and junior cricket.

Martin Pluck had agreed that the club would increase what it pays for teas at Overton Drive and Nutter Lane from £90 to £100 for the 2018 season. Catering for all-day games would rise from £200 to £210.

As winners of the ECB Royal London Club Championship, Wanstead would be playing in a prestigious curtain raiser against the MCC at Lord's on Wednesday 18<sup>th</sup> April. This was a fantastic opportunity to play at the Home of Cricket and club members had been encouraged to come along and support the team.

### **12.2 Junior Section**

Wanstead teams are doing well in the indoor leagues with some particularly impressive performances by the younger sides. We continued to see high levels of participation across all age groups.

There were a lot of good younger players coming through, which augured well for the future. We had entered 3 teams into the Don Coates Trophy (two boys and one girls side), which reflects the younger profile of the club at the moment. Applications for the premier Essex junior competition, the Trevor Bailey Matchplay 2018, had been low this year. This reflected the wider concerns the club had identified regarding declining participation levels in recreational cricket.

Sunday morning training at Caterham School had got off to a good start. The first junior coaching evening would be scheduled for the last Friday in April. Dates for the registration evenings were still to be confirmed.

### **12.3 Ladies Section**

The Ladies had won 4 games out of 4 in the Chelmsford indoor league. The older Girls were playing their indoor games in a mixed league on Friday evenings. They were more than holding their own and had beaten a Wanstead boys side.

Although the Ladies had won the Women's Cricket Southern League Collins Division in 2017 they had decided to remain in the same division rather than be promoted.

No details had yet been forthcoming regarding the Girls Matchplay competition and there was every chance that it would not take place this season. In any event, a lot of girls were doing exams this year and this was likely affect the ability of clubs to field sides. The younger Wanstead girls were coming along well but at the middle-age group there were insufficient numbers with experience of hard ball cricket to enter a team in competitions.

### **13.0 Football**

Snaresbrook continued sit just below mid-table in Senior Division One of the Essex Olympian League.

### **14.0 AGM**

The proposed AGM Agenda was agreed. There would be a minimal rise (around 3%) to some of the subscription rates whilst the match fees would remain the same for 2018.

### **15.0 Any Other Business**

#### **14.1 London Youth Games**

The Management Committee would like to congratulate Pauline Osborn, Mital Patel and Mahesh Velani for their involvement with the Redbridge Boys and Girls teams participating in the London Youth Games. Both sides had got through to the final at the end of February, which was an outstanding achievement.

#### **14.2 John Sankey**

It is with sadness that we had to report that John Sankey, a long time stalwart of the club, died on Sunday 4<sup>th</sup> February. John played football and cricket for Snaresbrook and was the key influence in the success of the club over many years, serving in the capacity of both Chairman and President. He was particularly instrumental in the successful merger of the Wanstead and

Snaresbrook cricket clubs. John would be would be greatly missed by everyone at the club.

### 14.3 Sri Lanka Tour

26 participants had been confirmed for the tour.

### 14.4 General Data Protection Regulation (GDPR)

The impact of GDPR, which comes into force on 25<sup>th</sup> May, was discussed. This regulation was a successor to the Data Protection Act and applied to all EU member states. This would affect the way the club processed held and processed members' personal data and as it was a regulation, as opposed to a guideline, all clubs must adhere to the GDPR. Some of the key aspects that we would need to consider/address were:

- a. Obtaining and evidencing consent from club members for storage and processing of their personal data. This might include publishing names for team sheets/match selection and results. Members would specifically need opt in with regard to the processing of their data and any communications to, or about, them. We should consider including something on the registration forms and make sure we store the completed forms as evidence of their responses.
- b. Children's data – this was always a very sensitive area, especially where we hold information such as medical conditions. This was shared with team managers to identify any areas of concern or risk when they were taking teams.
- c. We will need to ensure that Hitscricket (as Data Processors under the GDPR) have the appropriate data security and procedures in place.
- d. Breaches – any data breaches must be promptly notified and managed as per GDPR guidelines.
- e. All clubs should nominate a Data Protection Officer (DPO) – it looks as though this would fall under the safeguarding remit.
- f. Keeping members information up-to-date – this was more important than ever now under the new regulation. Data retention policies were key here, as when people decided to leave or not re-register we should no longer keep their data on our database.
- g. Right to be forgotten – members could ask for their data to be removed from the database/website.

This had potentially wide-ranging implications for Wanstead and all recreational cricket clubs. Essex and/or the ECB should really be providing guidelines soon and it was expected these would be circulated imminently.

**Action** Nigel Hutchings to contact Martin Pluck regarding the club's approach to GDPR and the appointment of a Data Protection Officer.

### 16.0 Date of next meeting

To be confirmed.