

# WANSTEAD & SNARESBROOK CRICKET CLUB

## Minutes of the Management Committee Meeting held on Tuesday 27<sup>th</sup> November 2018 @ 8:00pm

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

### 1.0 Apologies for absence

P. Staniford.

### 2.0 Minutes of previous meeting

2.1 The minutes of the previous Management Committee meeting on Wednesday 19<sup>th</sup> September 2018 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 *Send out an email when the defibrillators were available from the Club Cricket Charity – it was agreed that Pauline Osborn would follow up on this.*

**Action** Pauline Osborn to approach the Cricket Club Charity about providing the club with defibrillators.

3.2 *Purchase protective skirting for the nets and arrange for it to be installed – this needed to be done before the start of next season. A club member had offered to underwrite the cost of this, provided that their company logo could be added to the skirting.*

**Action** Len Enoch to contact potential sponsor of protective skirting for the Overton Drive nets to confirm that they were happy for us to go ahead and purchase this. Once agreed, Len would arrange for the purchase and installation of the skirting (to include sponsor's logo).

3.3 *Discuss the club's communications strategy with Simon Osborn – good progress had been made on this – see under Development Report below.*

3.4 *Once the club's communication strategy has been finalised, liaise with Martin Pluck regarding the recruitment of a Volunteer Co-ordinator and a Social Media Manager – see under Development Report below.*

3.5 *Revise Development Report (2018-2022) wording as identified during the meeting – completed.*

3.6 *Set up a subcommittee to consider changes to the club's management structure and report back to the Management Committee with proposals – completed. See under Development Report section for further details.*

- 3.7 *Meet with Keaton's to discuss their sponsorship plans – Martin Pluck had arranged a meeting for 13<sup>th</sup> December 2018.*
- 3.8 *Try and contact Mani and Sam Velani to see if they can help with the repair of the Nutter Lane sight screen – Martin Pluck had spoken to Mani and Sam. It was agreed that this work would be deferred to next year, just before the start of the 2019 season.*
- 3.9 *Circulate an email to club members asking for volunteers to join the end of season working party at Overton Drive on Saturday October – completed.*
- 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 *Manage junior match fees more closely during this year's indoor season – see under Junior Cricket section below.*
- 3.12 *Update the ECB Clubmark portal to confirm that the revised Club Constitution had been unanimously approved by the Management Committee – Trevor Hebden had completed this.*
- 3.10 *Purchase a replacement Dyson hand dryer for the gent's toilets and install – the cost for a Dyson hand dryer was significantly higher than expected at £1,000 for the cheapest model. A new High Efficiency hand dryer would be purchased at the cost of £150.*

#### 4.0 Development Report Progress

- 4.1 The development report had now been published on the club website and the response to the report had been most encouraging. Progress on the report's recommendations was being tracked by the Management Committee and Len Enoch proposed to circulate a status update prior to each meeting. The first of these updates was provided in the papers for this meeting and focussed on the following key areas, all of which were vital to the long-term sustainability of the club:
- **Volunteer recruitment** – to ensure continuity and active engagement of volunteers the need for a Volunteer Co-ordinator had been identified. Len Enoch had volunteered to take on this role pro tem until a longer-term candidate could be found.
  - **Communications strategy** – it was suggested that a key component of this would be a newsletter that would be distributed electronically to the club's members, junior parents, sponsors and other interested subscribers. This would reinforce the club's values and ethos and would include regular updates on key items of interest, including fund raising, club tours and the junior coaching programme. The club's branding, covering the design of the Wanstead and Snaresbrook Cricket Club website and other club communications, such as the newsletter, would also be reviewed and design recommendations made. A Communications Strategy paper would be circulated shortly.

**Action** Len Enoch to produce monthly Development Report progress update and circulate to the Management Committee.

**Action** Len Enoch to complete Communications Strategy paper and circulate to the Management Committee.

- **Fund raising** – success in this area was vital to the long-term viability of the club. To this end, a new Fund Raising Committee, chaired by Joe Ellis-Grewal, was being formed. The Terms of Reference (ToR), including details of the Committee membership, was provided in the papers for this Management Committee Meeting. The primary objective of the Fund Raising Committee would be to raise money for approved capital projects, such as the renovation of the practice nets and refurbishment of the changing rooms and showers at Overton Drive. A clear demarcation would be required to distinguish between funds required for capital initiatives and those generated to cover the costs of running the club.

*The Fund Raising Committee ToR was approved by the Management Committee.*

In addition, as the club occasionally received donations in the form of shares, *the Management Committee agreed that the club should open an account on one of the established online share dealing platforms (eg Hargreaves Lansdown) to facilitate the processing of these donations.*

**Action** Martin Pluck/Nalliah Rathakrishnan to open an account on one of the established online share dealing platforms.

4.2 In connection with a recommendation in the Development Report, a Sub-Committee was convened to review the club's management structure. Following this a proposal had been submitted to streamline the membership of the Management Committee so that it could better focus on club financial and operational matters, which were becoming increasingly complex and more challenging. In this proposal the membership would be reduced from 13 to 8 and comprise the following:

- Secretary
- Treasurer
- Chairman of the Bar Sub-Committee
- Chairman of the Social Sub-Committee
- Cricket Secretary
- Club Captain
- One other elected member
- Club Welfare Officer (co-opted by the Management Committee)

The elected Chairman, Secretary and Treasurer would be ex-officio members of all Sub-Committees.

Sports related matters relating to the cricket and football sections of the club would be dealt with by a separate Sports Sub-Committee comprising the following:

- Cricket Secretary
- 1st XI Captain
- Head of Junior Cricket
- Ladies XI Captain
- Head of Girls' Cricket
- Football Secretary

The Cricket Secretary would be the Chairman of the Sports Sub-Committee

It was also recommended that the Grounds Sub-Committee be dissolved as this had not met for some time and was no longer required.

The proposed structure would enable the club to be run more effectively and also address succession planning concerns highlighted in the Development Report. After discussion, it was agreed that the suggested changes would be submitted to the 2019 AGM as they would require amendments to clauses 5, 6 and 7 of the Club Constitution. These changes would be combined with the revised wording to clauses 10 to 13 required to comply with ECB Clubmark guidelines. One further minor modification would also be made to clause 7 to alter the word auditor to independent reviewing accountant.

*The Management Committee agreed to make the changes to the club's management structure and submit these to the 2019 AGM in March.*

**Action** Nigel Hutchings to ensure that proposed changes to the Club Constitution were included in the 2019 AGM agenda.

## 5.0 Fund Raising

- 5.1 The Cricket World Cup Club Fund would be replacing the ECB Small Grant Scheme for 2019. The Fund aimed to support clubs engaged in the Cricket World Cup Club Programme, who wanted to enhance their facilities by improving digital capacity or catering provision. At least the first 2,000 affiliated clubs that were eligible would be allocated the grant on a **First Come, First Served** basis. The ECB would confirm successful applications on 26<sup>th</sup> April 2019 and funding would have to be used by 31<sup>st</sup> May 2019. Martin Pluck had submitted an application to cover the cost of a smart till (see under Bars section below.)
- 5.2 As noted in 3.7 above, Martin Pluck would be meeting with Keatons on 13<sup>th</sup> December to discuss their sponsorship plans.

## 6.0 Treasurer's Report

6.1 The Treasurer, Nalliah Rathakrishnan, circulated an updated statement of accounts for the club's financial year (1<sup>st</sup> October 2017–30<sup>th</sup> September 2018). Key points to note were:

- Whilst revenue was up, expenditure had also increased.
- Net bar income was up by just under £2,700 when compared to the same period in 2017. However, this covered a full 12 months, whereas last year's figure was for 9 months only due to the closure of Overton Drive for the first quarter of 2017. A more relevant comparison would be against 2016 when income was in £400 more than this year.
- There was an increase of £6,000 in donations, which was primarily for the new benches that had been put up around the ground at Overton Drive.
- Subscriptions were up by just under £1,500 and match fees by over £3,500.
- Grant/sponsorships were around £2,300 more than last year.
- Ground and pavilion hire was up by nearly £2,800 but, once again, this was mostly due to the fact that Overton Drive had been closed for more than 3 months in 2017.
- Whilst income from social events was up by more than £400, we needed to focus on making further improvements in this area in 2019 and beyond.
- Ground expenses were significantly more than in 2017 due to the significant amount of additional work needed during the 2017 close season on the square and outfield at Overton Drive. This included the application of 40 metric tons of 70/30 top dressing on the outfield – the top dressing itself cost £2,000, even at the very competitive rates we were able to obtain.
- Pavilion expenses were up by just under £4,000, including the cost for repairs on the roof at Overton Drive.
- Junior match expenses had increased by £2,300. This included more than £2,000 for indoor games.

These figures highlighted the increasing costs that recreational cricket clubs were facing. In addition, the figures highlighted the fact that we had not really taken full advantage of the clubhouse facilities at our disposal following the Overton Drive refurbishment in 2017 and that we should be looking to host more social events here in future.

The club was reviewing the Inland Revenue's request to pay Corporation Tax – our Community Amateur Sports Club (CASC) status should mean that there were corporation tax exemptions on certain types of income and gains.

## 7.0 Bars

### 7.1 Bar Chairman's report

The comparative bar takings for September to November 2018 were as follows:

	2018	2017
September	£6,961	£10,834
October	£4,855	£4,568
November	£6,089	£3,731
	<b>£17,905</b>	<b>£19,133</b>

December was looking to be a busy month for events at Overton Drive.

Overall, the summer takings were down this year when compared to 2017. The primary reasons for this shortfall were:

- Lack of 1<sup>st</sup> XI Sunday cup games at home as well as a disappointing cricket week due to the poor weather.
- No 1<sup>st</sup> XI T20 home fixtures due to the revised format of the Essex T20 competition – this would be the same in 2019.
- Loss of 2 Friday evenings due to bad weather.
- Poor attendance at Overton Drive after 8:30 pm on Saturday evenings during the season.
- No marquee event again this year.

Several options were being considered to help improve bar income:

- Increase mark-up on drinks – it was not considered appropriate to raise our prices materially due to the adverse impact this would have on club members.
- A 'Happy Hour' between 8 pm and 9 pm on Saturdays.
- Discounts for club members via a membership card facility
- Installation of a smart till. This would enable us to manage our stock more effectively and to readily support dynamic price adjustments, such as discounts for club members.

**Action** **Simon Andrews/Scott Emmons** to look at various smart till alternatives (including demonstration/pilot days) as well as options for introducing dynamic pricing adjustments.

## 8.0 Pavilions

8.1 Nothing to report regarding Nutter Lane.

8.2 In the past 24 hours there had been a major problem with the central heating at Overton Drive that meant the Playgroup was not able to use the clubhouse today. Trevor Hebden had arranged for a replacement pump to be fitted at the cost of £500. This would provide a stop-gap solution for up to 24 months whilst we looked at replacing the existing 2 central heating boilers with a single large one that had the capacity to support the upgraded showers once we had raised the funds to replace the existing outdated ones. It was estimated that a replacement boiler would cost in the region of £3,500.

**Action** **Trevor Hebden** to get a quote for the replacement of the existing 2 boilers with a single large one that would have the capacity to handle the new showers once the existing obsolete ones had been replaced.

8.3 During October half-term Steve Arnold had repainted the hall and bar area using washable paint.

## 9.0 Grounds

- 9.1 A lot of end of season work had been carried at both Overton Drive and Nutter Lane. The ongoing issues with getting water onto the square at Overton Drive had meant that the seeding had not fully taken following the dry period at the end of September. Further seeding would be required to address any bare patches.
- 9.2 The end of season working party was convened at Overton Drive on Saturday 6<sup>th</sup> October to take down the nets, secure the sight screens and remove the covers. *The Management Committee would like to thank all those volunteers who participated in this activity.*
- 9.3 Martin Pluck had met with a company that specialised in the provision of portable watering systems. Their solution was expensive and did not meet our specific requirements. Ian Jordan, the groundsman, had experience of dealing with low water pressure problems at other sports grounds he has worked on and Martin would discuss options with him.

**Action** **Martin Pluck** to meet with our groundsman, Ian Jordan, during December to discuss options for addressing our water pressure issues.

- 9.4 We continued to look at options and costs for refurbishing the practice nets at Overton Drive.

**Action** **Martin Pluck** to meet with Total Cricket, Notts Turf and Exclusive Leisure Ltd to get estimates for the cost of refurbishing the practice nets at Overton Drive.

- 9.5 Drummond Tennis Club had relaid one of its tennis courts, which resulted in tarmac being left on the part of the outfield at Nutter Lane. This would need to be addressed.
- 9.6 There were concerns about the condition of the football pitch at Nutter Lane – Martin Pluck would follow up on this with our contracted groundsman, Matt Grice.

**Action** **Martin Pluck** to meet with our contracted groundsman, Matt Grice, to discuss concerns regarding the football pitch at Nutter Lane.

## 10.0 Social

- 10.1 This year had seen a major transition in the way the Social Committee was organised and structured. The Committee now had a cross-section of club members that better reflected the make-up of the club, including several parents of junior members. We were looking to add a representative of the Ladies cricket section.
- 10.2 The next meeting of the Social Committee was scheduled for January 2019. The aim for the upcoming year was to organise at least one Saturday event per

month during the cricket season. A calendar of events would be put together and circulated to members before the start of the season.

- 10.3 There would be a Comedy Night on the 6<sup>th</sup> December at the club. Whilst Wanstead would not receive any income from ticket sales, the club would benefit from any bar takings during the event. If this was successful, a further comedy night would be considered as one of the options for the Saturday night events planned for next season.
- 10.4 Scott Emmons would speak at the Players' Meeting on 14<sup>th</sup> December to emphasise how important it was to the club for players to support social events and also come back to the Overton Drive clubhouse after Saturday games.

## 11.0 Safeguarding

As part of the club's succession planning activities, a volunteer had been identified to take up the role of Welfare Officer. Ashley Dixon would work in tandem with Trevor Hebden during the coming year to facilitate his move into the role. **The Management Committee approved this transition plan.**

It was agreed that the club should look at updating its Safeguarding Policy and that it would make sense for Ashley Dixon to take responsibility for this.

Len Enoch recommended that both Trevor Hebden and Vivienne Hebden stay on the Conduct & Child Protection Panel and that Vivienne retained her role as Compliance Officer. **This Management Committee approved this proposal.**

## 12.0 Cricket

### 12.1 Adult Cricket

There were 3 adult teams participating in indoor leagues this winter. The 'A' team were playing in Metropolitan Essex District Cricket Board (MEDCB) Division 1 at the Peter May Sports Centre and, to date, had won all of their games. The 'C' (Vets) team was playing in MEDCB Division 3 at the Leytonstone Pastures Youth Centre and the Over 40s in the Chelmsford Over 40s Mixed League – both sides were mid-table.

Key dates for the 2019 outdoor season were:

Sat 27<sup>th</sup> April: Dukes Essex League Cup 1<sup>st</sup> Round away vs Loughton. The winners also away to Harlow Town/Southend-on-Sea EMT on Sat 4<sup>th</sup> May.

Sat 11<sup>th</sup> May: Start of league season, which would run through to Saturday 7<sup>th</sup> September.

Mon 27<sup>th</sup> May: Dukes Essex T20 group matches – Wanstead vs Chingford at 10 am. Hutton vs Shenfield were in the same group and would be playing at 1 pm. The winners of these 2 games would play the quarter final match at 4:30 pm. **All matches at Overton Drive.**

Other important dates:

- Sun 25<sup>th</sup> Nov: Shepherd Neame Essex League AGM.
- Fri 14<sup>th</sup> Dec: Players' Meeting, 8 pm at Overton Drive.
- Thu 17<sup>th</sup> Jan: Discussions for league restructure in Essex – 7 pm at Frenford Club. A paper explaining the background and options had been circulated to all clubs and was included in the papers for this Management Committee meeting.

## 12.2 Junior Section

As ever, indoor cricket Wanstead participation levels were very high with the club having 8 sides playing in the MEDCB indoor leagues – 2 U11 (including one mixed side), 3 U13, 2 U15 and 1 16-14.

There were still issues with the collection of match fees for indoor junior games. Stuart Phillips had been monitoring the situation closely but to date there had been 27 games (total fees of £810 at £30 per game) with only £395 having been collected so far. Stuart would provide details of outstanding amounts and the managers involved and Martin Pluck would follow up on this.

**Action** **Stuart Phillips** to provide details of outstanding match fees for indoor games.

**Action** **Martin Pluck** to contact junior managers regarding outstanding indoor match fees.

Indoor coaching would start on Sunday 6<sup>th</sup> January 2019.

## 12.3 Ladies Section

The Ladies indoor team was once again playing in the Chelmsford indoor league and were on track to reach the final once again. For the 2019 season the Ladies had entered the new Middlesex County 40-over and T20 leagues.

## 13.0 Football

Most games so far this season had been played at home and the team currently led the Essex Olympian Senior Division One by 3 points. They had played 10 games, won 8 and lost 2, which was an excellent record in a very competitive league.

There were still concerns about the condition of the Nutter Lane pitch – see action under the Grounds section above. It was unlikely that much could be done to rectify the problem during the winter months.

## 14.0 Any Other Business

- 14.1 The Management Committee would like to thank Arfan Akram for the outstanding work he had done in arranging the recent club tour to Sri Lanka. This had been an amazing experience for everyone who had been involved.

14.2 John Sankey had generously bequeathed £5,000 to the club. His close connection with the Snaresbrook club meant that it would be fitting if this money was used to improve facilities at Nutter Lane.

**15.0 Date of next meeting**

The next meeting would take place during the week beginning 21<sup>st</sup> January 2019.