



WANSTEAD & SNARESBROOK CRICKET CLUB

Minutes of the Management Committee Meeting held on Monday 3rd February 2020 @ 8:00pm

Present: N. Hutchings (NH), T. Hebden (TH), L. Enoch (LE), Arfan Akram (AA),
N. Rathakrishnan (NR).

1.0 Apologies for absence

M. Piracha (MPi), J. Ellis-Grewal (JEG), S. Andrews (SA), S. Emmons (SE),
M. Pluck (MPI).

2.0 Minutes of previous meeting

2.1 The minutes of the previous Management Committee meeting on Monday 9th
December 2019 were agreed as 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 *Contact the Club Cricket Charity to ascertain how many club members they can
accommodate on their defibrillator training courses* – Trevor Hebden had contacted
the Club Cricket Charity who confirmed that they could in theory
accommodate 50 people at a time on their training courses. This was probably
an unrealistically high number from our point of view and we would propose
two representatives from the Playgroup, one First Aid instructor and up to 27
other Wanstead members who would benefit from attending the course. Trevor
would circulate course details to all attendees, including the Wanstead
members that he had suggested should attend this course.

Action TH to circulate details of the Club Cricket Charity defibrillator training course
to proposed attendees, including 27 representatives from Wanstead.

3.2 *Confirm the loss of income to the club should we participate in the All Stars initiative
and share this information with Arfan Akram and Dan Feist* – Following discussions
with Stuart Phillips, Martin Pluck had replied in detail to Dan Feist at Essex
County Cricket Club declining the offer to participate in the 2020 All Stars
Cricket programme. Whilst Wanstead had neither the capability nor the
capacity to take part in this initiative, it would also have a devastating effect on
the club from a financial perspective. Based on the 2019 membership numbers
for boys and girls between the ages of 7 and 11, switching to a £5 per head
charging model would result in a loss of income of £13,000.

3.3 *Provide Martin Pluck with a breakdown of pavilion and ground expenses* – Nalliah
Rathakrishnan had done this.

3.4 *Arrange a follow-up meeting with the Epping Verderer who contacted Nigel Hutchings*
– carry forward.

Action NH to arrange a follow-up meeting with the Epping Verderer who had contacted him.

- 3.5 *Arrange for a copy of the minutes of the previous Management Committee meeting to be published on the club website – completed.*
- 3.6 *Communicate with all team captains and vice-captains regarding Disclosure and Barring Service (DBS) applications to ensure these are approved prior to the start of the 2020 season – Trevor Hebden had completed this.*
- 3.7 *Identify the key individuals who should undertake defibrillator training – Trevor Hebden had completed this (see 3.1 above).*
- 3.8 *Obtain quotes for replacing the mesh fencing behind the net area at Overton Drive – Trevor Hebden had obtained a quote for £2,222.40 to provide good quality fencing and this had been accepted. Work on this was scheduled to take place on the 19th and 20th of February.*
- 3.9 *Write up the protocol for managing club WhatsApp Groups and get this approved by the Management Committee – Trevor Hebden had spoken to both the Essex County Cricket Welfare Office and the ECB about this. Their guidelines were to exclude any junior members under the age of 16 from club WhatsApp groups. For players between the ages of 16 and 18 one or both parents should be included in the relevant WhatsApp groups to enable them to monitor communications. Trevor had informed all captains of this policy – a draft version of this was nearing completion. Arfan Akram suggested arranging a formal meeting for all captains to ensure these guidelines were clearly understood.*

Recommendation to the Sports Subcommittee

Trevor Hebden to attend the first selection meeting of the season to remind all captains of the club's WhatsApp policy as well as their wider responsibilities regarding all young players in their teams. Any further formal updates to the policy would be brought to the attention of this meeting and would include input from the Welfare Officer.

4.0 Development Report Progress

- 4.1 **Volunteer recruitment** – Len Enoch had been making good progress on the Job Descriptions for the different volunteer roles. Recent focus had been on 2 high priority roles:

Head of Junior Cricket

Appropriate training and on-the-job experience were essential for this role. Stuart Philips had confirmed his intention to stand down at the end of the 2020 season and, subject to personal commitments, John Gritten had offered to take over in this role. He was well qualified for this job having managed junior sides at Wanstead for several years now. It was important to ensure there was a support infrastructure in place aid the transition into this role. John would shadow Stuart during the season and act as understudy with Stuart's support.

The Job Description would include a suggested duration of 1 to 5 years for this role, hence the importance of a succession and handover plan.

The Management Committee were happy to approve this proposal – the Volunteer Steering Group (VSG) would set the wheels in motion.

Commercial Officer

As the club continued to grow, financial oversight, management and planning had become increasingly complex. This highlighted the necessity of having a Commercial Officer in place to look closely at all club functions with a view to identifying potential revenue enhancement opportunities, both in relation to making existing processes more efficient and through the introduction of fundraising initiatives. This would involve developing a 3-year plan for the club that encompassed all areas of financial activity, including cricket delivery (ground hire, expenses, match fees, subscriptions etc), sponsorship, the bar and the clubhouse and importantly, fundraising (including grants). The role would entail liaising closely with the Chairman to agree direction and any specific initiatives.

Following the excellent job he had done on Project Heron, Mark Bentley had been identified as the ideal person to fill this role.

It was agreed that Mark should join the Management Committee pending approval for this appointment in the upcoming AGM on 13th March.

A further proposal for a small subcommittee – the Accounting Review Group – was also approved by the Management Committee.

This would meet just the once and would comprise the following:

- Nalliah Rathakrishnan (Chair)
- Mark Bentley
- Len Enoch

Action **NH** to ensure that the AGM is asked to approve the Management Committee recommendation that the Commercial Manager become a member of the Management Committee.

Action **NR** to arrange the one-off meeting of the Accounting Review Group.

Action **LE** to put together a discussion paper for the Accounting Review Group meeting.

5.0 Fundraising

5.1 **Overton Drive Nets** – once the nets were available for use in April an agreed process would need to be put in place to ensure access and usage were properly managed. Mark Bentley and Len Enoch were working on a paper to formally define this protocol, which Stuart Phillips had already reviewed. The

documented procedures on how to use the nets and ensure the safety of all participants would seek to provide opportunities to all club members, regardless of the standard of cricket they played, to avail themselves of this tremendous new facility.

Action LE to present the nets usage paper at the next Management Committee meeting.

The date of the official opening was still to be decided as this would depend upon the availability of the celebrity guests we hoped would be able to join us in celebrating the completion of this important club facility

5.1 **Jack Petchey** – Wanstead had been unsuccessful in their application to the Jack Petchey Open Grants Scheme.

6.0 Treasurer's Report

6.1 The end of year accounts had now been finalised and approved for inclusion in the AGM Agenda. These showed a profit of just over £2,000, which was slightly higher than the previous year.

7.0 Bars

7.1 Bar Chairman's report

The takings for the last 3 months had been somewhat disappointing. January was particularly quiet, a situation that was the same for other pubs and clubs that Greene King supplied. Bookings for February and March were a lot more promising.

The comparative figures for the last 3 months were as follows:

	2019/20	2018/19
November	£6,094	£6,468
December	£6,750	£7,612
January	£1,197	£3,756
	£14,042	£17,837

8.0 Facilities

8.1 **Nutter Lane break-in** – during the break-in the fire door between the bar and the changing rooms and one of the patio doors had been severely damaged. The glass in the other patio door also been broken. A quote of £9,463 + VAT for replacing the fire door and both patio doors had been sent to the insurer. Following an assessment by the contractor who would be repairing the damage, the insurer had notified us that they would only pay for the replacement of the fire door, one of the patio doors and the glass in both patio doors. Their argument was that, based on the pre-existing condition of the second patio door, the policy precluded their having to pay for this to be replaced. This was despite the fact that we would have to replace the second patio door to repair the broken glass. It was agreed that Wanstead would pay

for the cost of replacing the second patio door and the insurer would pay for a new fire door, one new patio door and replacement of the broken glass in both patio doors. The net cost to Wanstead would be £3,441 + VAT.

It had previously been agreed that John Sankey's £5,000 bequest to the club would be spent at Nutter Lane. A large part of this had not been spent to date and Martin Pluck agreed with the Football Club representatives, Paul Staniford and Keith Lloyd, that this would make good use of the money that John had left us.

- 8.2 At Overton Drive, the guttering outside the back door by the bar was leaking badly and needed to be replaced.

9.0 Social

- 9.1 Planning for the April 2020 Ball was in full swing with over half the tables sold already. A full calendar of events would be released for May onwards. The Social Committee were due to meet at the end of February to finalise this year's events.

10.0 Safeguarding

- 10.1 This was covered under action points 3.1, 3.6, 3.7 and 3.9 above.

11.0 Feedback from Sports Subcommittee

The Sports Subcommittee had not been convened since the last Management Committee meeting. The next meeting would take place in late April/early May.

12.0 AGM 2020 Agenda

The Management Committee approved the agenda, including the proposals to increase the annual subscription rates in line with inflation and to maintain the match fees at the same level as the 2 previous years.

13.0 Any Other Business

- 12.1 **NatWest Cricket Force Day** – this was scheduled to take place between 27th and 29th March. The exact date would be confirmed and a communication sent to all club members encouraging them to take part in this pre-season preparatory day.
- 12.2 **Kenya Tour** – to date 28 club members had confirmed their intention to participate in this. We had received a formal invitation from the Maasai Warriors cricket team to play them during the tour.
- 12.3 **Walking Cricket** – details of this initiative had been circulated to all local **University of the Third Age (U3A)** groups. There had been limited interest shown in this so far but if enough players came forward we would look at arranging games on Tuesday afternoons before the Slow Coaches fixtures.

14.0 Date of next meeting

This was to be confirmed.