



WANSTEAD & SNARESBROOK CRICKET CLUB

Minutes of the Management Committee Meeting held on Tuesday 23rd June 2020 @ 8:00pm

Present: M. Pluck (MPI), N. Hutchings (NH), L. Enoch (LE), Arfan Akram (AA),
S. Emmons (SE), M. Piracha (MPi), J. Ellis-Grewal (JEG), M. Bentley (MB).

1.0 Apologies for absence

T. Hebden (TH), S. Andrews (SA).

2.0 Election of Management Committee Chairman

2.1 The Management Committee unanimously re-elected Martin Pluck as Chairman.

3.0 Minutes of previous meeting

3.1 The minutes of the AGM on Friday 13th March 2020 and of the previous Management Committee meeting on Monday 3rd February 2020 were agreed as true and accurate records of proceedings.

Action NH to publish a copy of the minutes of AGM and the previous Management Committee meeting on the club website.

4.0 Actions from the previous meeting

4.1 *Put together a discussion paper for the Accounting Review Group meeting – carry forward.*

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

4.2 *Present the nets usage paper at the next Management Committee meeting – the coronavirus pandemic had necessitated issuing all clubs members with clear guidance regarding the usage of the new nets. Signs on the nets had been set up to remind members of the importance of following strict health and safety protocols to avoid the spread of Covid-19 when practising in the nets. An easy-to-use digital booking system had been introduced that was working very effectively.*

4.3 *Arrange the one-off meeting of the Accounting Review Group – linked to 4.1 above. Carry forward.*

Action LE/MB to arrange the one-off meeting of the Accounting Review Group.

4.4 *Arrange a follow-up meeting with the Epping Verderer who contacted Nigel Hutchings – due the prevailing circumstances and the associated lockdown and social distancing measures that were still in force it was decided that this was not relevant at the moment and should be deferred until next year.*

- 4.5 *Arrange for a copy of the minutes of the previous Management Committee meeting to be published on the club website – completed.*
- 4.6 *Ensure that the AGM is asked to approve the Management Committee recommendation that the Commercial Manager become a member of the Management Committee – following Nalliah Rathakrisnan’s decision to stand down and Mark Bentley’s subsequent appointment as Club Treasurer, which would incorporate the role of Commercial Officer, it was no longer necessary to request this AGM approval as the Club Treasurer was a member of the Management Committee. It was noted that, due to the challenges of getting bank account signatory changes implemented, the Treasurer role had not yet been formally transferred to Mark. Nalliah had kindly offered to continue carrying out the day-to-day financial activities to enable the club to continue to function effectively. Covid-19 restrictions had also made it difficult to on-board the new Assistant Treasurer.*
- 4.7 *Circulate details of the Club Cricket Charity defibrillator training course to proposed attendees, including 27 representatives from Wanstead – unfortunately no formal training courses would be possible while social distancing restrictions continued to be in place.*

5.0 Development Report Progress

- 5.1 **Volunteer recruitment** – we continued to make excellent progress in this area as was evidenced by the number of people who showed an interest in the newly created Assistant Treasurer job – 5 excellent candidates had applied to for this role. The Head of Junior cricket job description had been completed and Jon Gritten had agreed to take on this role at the end of what was likely to be a truncated outdoor season. Unfortunately, the club member identified to take over responsibility for running the club’s website was unable to do so due to other commitments – we would have to re-advertise this role. The Volunteer Steering Group had been doing a highly effective job and there was now an embryonic volunteers’ skills database in place.

The club really needed to recruit a Communications Officer and a Community Officer. The latter was an increasingly important role due to the amount of community-related work to which the club was committed. Len Enoch would co-ordinate a formal advertisement campaign to recruit for the Communications Officer role.

Action	LE to put together a Communications Officer job specification and advertise the role to club members.
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- 5.2 **Development Report principal recommendations** – these were a key focus that underpinned the club’s management strategy. We had made real headway in many areas, especially with regard to the new nets, revised club management structure, introduction of a Women’s membership category, development of a communications strategy, sponsor engagement and volunteer recruitment. The importance of multi-channel communications had really been highlighted during the early days of the Covid-19 crisis as it was vital to keep members engaged and informed during a difficult period when

no cricket was being played and plans for its resumption were still very uncertain. The website had been a lifeline that kept members up-to-date and regularly involved thanks to multiple initiatives such as Nav Dwivedi's masterclasses and interview with Stuart Phillips, the cricket nostalgia vignettes and the Race Night.

It was reassuring to see the level of engagement that had been maintained through the club despite the hiatus resulting from Covid-19.

The Management Committee would like to thank everyone who had participated in the working party at Overton Drive on 13th June to refurbish the benches.

- 5.3 **Jack Petchey** – Len Enoch provided an update on the Jack Petchey grants. The club received awards for £1,500 in January and were due to get another £750 imminently. It was important to ensure that the club made effective use of this grant money.

6.0 **Coronavirus update**

- 6.1 Martin Pluck presented a recently updated version of the club's coronavirus readiness plan that was originally formulated in early April. The purpose of this plan was to ensure the financial survival of the club whilst:

- i. Behaving honourably towards staff
- ii. Protecting the grounds
- iii. Being respectful towards club members
- iv. Thinking of the future, including protecting the long-term plans for the Overton Drive pavilion

The Covid-19 pandemic and enforced cessation of all recreational sport had posed an existential threat to all recreational cricket clubs. In these unprecedented circumstances, ensuring that Wanstead could continue as a viable entity from a financial perspective was always going to be a real challenge. The original financial plan put together in April was highly defensive with the following assumptions being made:

- i. There would be no cricket at all this year, meaning there would be no income from match fees or costs for renting pitches
- ii. The bar would be shut until March 2021 – no related purchases or sales but staff costs fully factored in to the forecast.
- iii. No real underlying maintenance of the clubhouses and no further development activities on the pavilion at Overton Drive
- iv. No further fundraising would take place for the foreseeable future

It was now looking highly probable that these worst-case scenarios would be somewhat pessimistic with cricket likely to take place this summer and the bar to reopen. The original 10th April model had now been updated based on what

had transpired in the last 3 months. The revisions took the following into account:

- i. The government's Leisure Grant, available through Redbridge Council, was greater than we had originally expected
- ii. We were able to claim more staff furlough money than anticipated
- iii. Thanks to the generosity of club members, donations to date amounting to nearly £5,000 were significantly more than forecast
- iv. The Virtual Race Night on 16th May had raised £2,610 for the club.
- v. We had been able to claim Gift Aid of approximately £3,000
- vi. Subscriptions, although significantly down on last year, were £2,000 more than forecast
- vii. Ground maintenance costs were down by £600 a month, although these savings would be unlikely to continue if the go-ahead was given to play cricket
- viii. There had been sundry extra costs of £2,000 to cover items such as waste collection and additional electricity charges

We have had to turn away junior membership requests as we could not cope with the additional numbers when it was still important to maintain social distancing at all times. A lot of adult members had confirmed that they did not intend to play at all this year. Whilst we were in a better financial position than we thought we would be at this stage and we were looking beyond survival, these were still challenging times for Wanstead and other recreational clubs.

7.0 Fundraising

7.1 **Project Heron** – this had been effectively put on hold so far this year and no further tangible progress had been made since the coronavirus lockdown. The following infrastructure items would need to be prioritised:

- i. Extending electricity cabling to the nets to power the bowling machine
- ii. Refurbishment of Overton Drive showers, changing rooms and men's toilets
- iii. New doors for the groundsman's shed at Overton Drive
- iv. Upgrading the CCTV cameras at Overton Drive
- v. Enhancing the club's digital/communications infrastructure

Action MPI to speak to Overton Drive landlords about getting CCTV cameras upgraded.

8.0 Treasurer's Report

8.1 Nothing further to report – the financial impact of Covid-19 was covered under the Coronavirus Update (section 6). As noted under 4.6 above, Nalliah Rathakrishnan was continuing to carry out day-to-day financial activities pending completion of bank signatory transition to Mark Bentley.

9.0 Bars

9.1 Bar Chairman's report

A stock-take was taking place this Saturday, 27th June.

Plans were currently underway to reopen the Overton Drive bar from the beginning/middle of July. This would necessitate ensuring proper social distancing was maintained and sanitising arrangements were in place. Len Enoch was putting together a risk assessment for use of the clubhouse. Clear rules for the use of the bar would be published on the club website and circulated to all members.

The use of club membership cards was an important consideration in the reopening and we needed to ensure these were all updated to accurately reflect membership status.

Action MPI to send SE a spreadsheet with the names of paid-up members.

Action SE to forward the list of paid-up members to the company that supports the smart till so that the cards can be updated.

10.0 Facilities

10.1 **Overton Drive** – following a leak the ceiling had come down in the corridor between the main hall and the visitors changing room. We had submitted an insurance claim for the repairs and were awaiting quotes for the work from 2 builders to confirm the costs.

Following a deep clean of the clubhouse, the Playgroup had returned to Overton Drive and would be operating for 5 weeks. During this time no-one else can be in the building while the Playgroup is using it. This would not prevent any cricket from being played or coaching sessions from taking place as the players would arrive at the ground in their playing kit and would have limited access to the building (umpires' changing room).

The Management Committee would like to thank Mani and Sam Velani for fixing the light over the barbecue at Overton Drive.

10.2 **Nutter Lane** – the patio doors and fire door between the bar and changing rooms had been replaced following the break-in.

10.3 **Hand sanitisers** – these had been generously donated to the club by Tony McGrath for use at Overton Drive and Nutter Lane.

11.0 Social

11.1 Thanks to the outstanding efforts of Scott Emmons and Joe Ellis-Grewal the virtual Race Night had been a tremendous success. More than 90 people had participated via Zoom and thanks to their generosity £5,220 had been raised. This money would be split equally between the club and the NHS.

11.2 Due to the current social distancing restrictions there were currently no plans in place for any further fund-raising events in the short term. We would review the possibility of hosting the Winter Ball later in the year depending upon the government social and physical distancing guidelines in force.

11.3 Ensuring appropriate social distancing and responsible use of the Overton Drive clubhouse and ground facilities was key to encouraging members to use the club facilities. As there was limited access to the clubhouse itself we should also look at providing shelter for members should it rain when they came up to Overton Drive.

11.4 Although not linked to the club, it was noted that Scott Emmons had been promoting a community fund-raising initiative to encourage the introduction of diverse books into schools. Martin Pluck read to the Committee an email from the club president, in which he expressed concerns about this initiative.

Action MPI/MPI to produce and send a formal response to the club president regarding his concerns about Scott Emmon's Diverse Books for Schools initiative.

Action SE/JEG to look at putting up a protective canopy over the barbecue area at Overton Drive.

12.0 Safeguarding

12.1 No safeguarding issues were raised.

13.0 Feedback from Sports Subcommittee

13.1 The next Sports Subcommittee meeting had been arranged for Tuesday 30th June.

14.0 Any Other Business

14.1 Concerns were raised that Met Essex did not appear to be doing enough to encourage club cricket during the ongoing Covid-19 crisis.

15.0 Date of next meeting

15.1 Date to be confirmed.