



# WANSTEAD & SNARESBROOK CRICKET CLUB (incorporating Snaresbrook Football Club)

Minutes of the Management Committee Meeting held on  
Wednesday 15<sup>th</sup> June 2022 @ 8:00pm

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

## 1.0 Apologies for absence

None.

## 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 previous Management Committee meeting on Thursday 10<sup>th</sup>  
February 2022 and the AGM on Friday 11<sup>th</sup> March 2022 were agreed as true and  
accurate records of proceedings.

## 4.0 Actions from the previous meeting

4.1 *Send introductory email to Dan Feist and NW regarding recommended First Aid  
training (AA) – completed.*

4.2 *Agree optimal bar opening times for next summer. LE to provide input to these  
discussions based on his experience of the mid-week usage of club facilities during the  
summer months (Bar Subcommittee/LE) – the bar was currently open on Thursday  
evenings for the women's/girls' training sessions. However, the level of takings  
meant that we could not really justify keeping the bar open on these nights. It  
had been agreed with Jon Gritten, Head of Junior Cricket, that from now on the  
bar would be open on Monday evenings to coincide with Tape Ball League  
which had started on 6<sup>th</sup> June.*

4.3 *Obtain 2 quotes for the work needed to provide interim improvements to the men's  
toilets and showers at Overton Drive (JEG) – awaiting further update from Joe  
Ellis-Grewal on this. Martin Pluck to follow up with him on this. **Carry  
forward.***

**Action** JEG to obtain 2 quotes for the work needed to provide interim improvements  
to the men's toilets and showers at Overton Drive. MPI to confirm the status of  
this.

4.4 *Draft an email to all club members regarding the proposed Green Heron Forum. This  
would ask for volunteers to take this initiative forward (LE) – completed.*

- 4.5 *Review the club Safeguarding Policy to ensure that it covered the ECB anti-discrimination and EDI directives and guidelines (LE/NW/NH) – completed.*
- 4.6 *Organise a meeting with club members in early 2022 to go through the revised architectural drawings and elicit feedback on the refurbishment plans (MPL) – this had been covered during the AGM on 11<sup>th</sup> March.*
- 4.7 *Send out an email to all club members regarding this year's AGM. This would include Zoom meeting details (MPL) – completed.*
- 4.8 *Speak to the landlords about installing an electric car charging point in the car park at Overton Drive (MPL) – Martin Pluck has spoken to the landlord. No further progress could be made on this until an issue with the power supply was addressed. Warren Tennis Club had submitted a planning permission application to set up a tennis dome. If this application were successful, it would require the power supply to be upgraded and, as this would be fed via the car park, we would then be able to revisit the installation of an electric car charging point.*
- 4.9 *Liaise with the Communications Officer (Josee Gritten) about reviewing social media communications with existing channel and content owners. The aim would be to ascertain ways of improving performance whilst also exploring the potential use of new platforms (MPi) – this was currently on hold following Josee Gritten's decision to stand down from her role as Communications Officer. See below under Volunteer Recruitment (section 5.1) regarding the appointment of her successor.*

**Action** MPi to liaise with the new Communications Officer, once they had been appointed, about reviewing social media communications with existing channel and content owners. The aim would be to ascertain ways of improving performance whilst also exploring the potential use of new platforms.

- 4.10 *Liaise with the Communications Officer (Josee Gritten) about the club forming a small group to agree and co-ordinate some types of club communications on social media so that followers and members know what to expect and when (MPi) – see under 4.9 above.*

**Action** MPi to liaise with the new Communications Officer, once they had been appointed, about the club forming a small group to agree and co-ordinate some types of club communications on social media so that followers and members know what to expect and when.

- 4.11 *Publish a copy of the minutes of the previous Management Committee meeting on the club website (NH) – completed.*
- 4.12 *Ensure that all owners/users of the club's social media have regular DBS checks (NW) – completed. This included all team captains and vice-captains, which was an outstanding effort on the part of Niru Williams, the Club Safeguarding Officer.*

4.13 *Liaise with Stuart Phillips regarding registration forms to ensure they were updated to reflect latest Safeguarding Policy, especially with regard to the increased use of videos and photography at the club (NW) – completed.*

4.14 *Investigate [wansteadcricketclub.co.uk](http://wansteadcricketclub.co.uk) domain ownership, creation and management of club owned function-based email accounts and creation and integration of a central club-owned data repository– completed. 6 function-based accounts had now been set up. At this stage nothing had been done with regard to managing event bookings and ‘contact us’ emails – the latter were still going to individuals’ personal accounts.*

**Action** MPI to liaise with Sohail Ahmed regarding the set-up of contacts that are accessed via the club website.

## 5.0 Development Report Progress

### 5.1 Volunteer recruitment

As noted above under point 4.9, we needed to appoint a Communications Officer following Josee Gritten’s decision to stand down from this role. This was a demanding function, which needed to cover the proactive management of the club’s website (junior and adults) as well as social media accounts and usage for both junior and adult members and groups. Upon further consideration it was agreed that this should be split into 2 jobs to reflect the increasing demands of this function.

**Action** Volunteer Steering Group (VSG) to meet to discuss the roles and responsibilities of the clubs Communication Officers with a view to putting together job specifications for these roles and starting the recruitment process.

**Action** MPI to check if Wanstead Play Cricket and Hitscricket could be linked to facilitate the timely update of match results on the club website.

### 5.2 Jack Petchey Grants

We had received £1,500 in grants so far this year and, to date, had spent £1,600. There were some teething problems with respect to separate the club’s management of the Jack Petchey scheme from the purchasing of equipment and the transitioning of these responsibilities from Len Enoch to successors who had taken over these Grants Administration and Equipment Purchasing tasks. Len and Martin Pluck were looking to address this.

## 6.0 Green Heron Forum

6.1 Prior to the meeting Len Enoch had circulated an update on the Green Heron Forum to the Management Committee. This highlighted the interest in the initiative and the progress that had been made already in recruiting a Green Heron volunteer team and in developing ideas on how we should proceed. The paper provided detail on the following 6 topics:

1. Scope of the Green Heron Forum
2. Level of detail that the Forum should involve itself in

3. Partnerships – Forest Green FC and local partners
4. Green Forum members – this included pen portraits of key participants
5. Green Heron Environmental Protocol
6. Communications, including setting up a Green Forum page on the website

Scott Emmons had been in touch with Forest Green FC, who have been described as “greenest football club in the world”. They were the first and only vegan football club and the first identified as being carbon neutral. Scott was looking to get some ideas as to how they tackled green issues, including the use of solar panels, rainwater capture for irrigation, solar-powered lawn mowers and the provision of electric car charging points. Scott had arranged a follow-up Microsoft Teams meeting on 21<sup>st</sup> June to discuss several of their initiatives in more detail.

The Management Committee agreed that we should also look at short term ‘quick wins’, including:

- Insulating the Overton Drive clubhouse roof
- Recycling plastic cups and glass
- Cease using paper plates
- Review waste collection services to facilitate better recycling – currently we only recycled cardboard

As well as wider partnerships, such as the one proposed with Forest Green FC, we should also prioritise collaboration with local partners such as the ground landlords, the golf, tennis and bowls clubs and the children's nursery

**Action**     **LE** to prepare a note to be circulated to local partners regarding the Green Heron Forum plans.

**Action**     **MPI** to send Len Enoch’s Green Heron Forum note to the landlords for circulation to local partners.

Mark Bentley noted that the wider cricket community was already aware of green issues as evidenced by the fact that the Cricketer Magazine was currently promoting UK's Greenest Ground competition following the success of this initiative last year. The aim was to celebrate “the amazing efforts of cricket people, in creating, protecting and promoting sustainability and biodiversity at their clubs”. Further information on this could be found [here](#).

Whilst the Green Heron Forum was not currently a full club subcommittee with Terms of Reference, the plan was to move this to committee status after initial meetings and input from current members and any future members who the forum felt might be able to add value to the green initiative.

## 7.0     **Coronavirus update**

7.1     No further updates.

## 8.0 Fundraising

### 8.1 Grants

We had recently been successful in applying for a grant of £1,000 from the ECB Inspired to Play grant scheme. This would contribute towards the costs of the upcoming Wanstead Women and Girls Softball cricket festival on Thursday 7<sup>th</sup> July.

We have also gained an ECB grant of £10,000 to pay for laying a non-turf pitch at Nutter Lane. Martin Pluck had been liaising with Total Play on getting this done later in the year.

### 8.2 Project Heron – third phase

The construction drawings were available and copies had been sent to Ellicott Construction and V.Page Building Services to enable them to provide a quote for the work. We need to identify a third builder to provide a formal estimate as 3 quotations were needed for us to apply for grants. It was a very challenging environment at the moment for getting building companies to commit to providing formal quotes as they were all so busy.

## 9.0 Treasurer's Report

9.1 We had reached our membership limit this year and had been able to maintain strong cash balances despite the covid challenges last winter. Bar takings had been good in recent months, but the club had shown a loss for the period October 2021 to March 2022 due to the Omicron's impact on the number of events we were able to host at Overton Drive over the winter. Soaring energy prices had adversely affected the club's outgoings and meant that we were paying nearly £1,000 a month (up from £300 earlier in the year) following the increase in the price cap in April. We had now switched to a fixed price contract with an alternative supplier. This had resulted in a 50% saving on the energy costs we had been paying since following the price cap rises.

## 10.0 Bars

10.1 We now had a new contract in place with Greene King, which was far simpler than the previous agreement and made it easier to control costs and manage margins on bar sales.

10.2 Several changes had been made to the range of beer and cider products we planned to sell in future and we were also actively working with Greene King to revise the range of wines we would like to sell and actively promote.

10.3 We had encouraged Niki to look for ways to increase bar sales and to proactively manage costs.

## 11.0 Facilities

### 11.1 Overton Drive

**Junior equipment shed** – this was still in some disarray and an overhaul was needed to make better use of this facility. The basic structure of the shed was fine, but it required proper shelving to facilitate effective use. In addition, we

should look at opening up the front once more so that beverages could be provided from here during junior matches.

**Action** MPI to speak to Jim Croker to confirm that we were happy for him to run a project to refurbish the junior storage shed and open it up for the sale of beverages.

**Nets** – Total Play had recently carried out an extensive refurbishment of the playing surface at a cost £2,500. They had done an excellent job on this. Some concerns had been voiced about the condition of the netting itself as some sections had been damaged as a result of animal incursions. This was something that needed to be addressed.

## 12.0 Social

12.1 This year's cricket week would start on Monday 1<sup>st</sup> August. The outline schedule was as follows:

Mon 1 <sup>st</sup> August	Afternoon:	junior cricket tournament (Overton Drive) younger juniors day (Nutter Lane)
	Evening:	BBQ and entertainment, including live animal show
Tues 2 <sup>nd</sup> August	1.30pm:	To be Confirmed
	Evening:	Bingo
Wed 3 <sup>rd</sup> August	Afternoon:	Adult Match vs MCC
	Evening:	Comedy Night
Thurs 4 <sup>th</sup> August	Afternoon:	Slow Coaches games
	Evening:	BBQ and entertainment
Fri 5 <sup>th</sup> August	Afternoon:	Adult Match v President's XI
	Evening:	To be Confirmed

Scott Emmons raised concerns about the membership of the Social Subcommittee as the majority of participants were no longer actively involved, leaving Joe Ellis-Grewal and Scott to plan and organising events. We really needed new members to breathe life into the committee and stimulate interest in arranging social functions, both large and small.

**Action** LE to use his network of contacts in the junior section to identify people who may be interested in joining the Social Subcommittee on a formal or informal basis. He would circulate an email to potentially interested members encouraging them to join the committee or participate in event planning activities.

## 13.0 Safeguarding

13.1 Niru Williams provided a detailed safeguarding status update that had been circulated to Management Committee members prior to the meeting. The recent focus had been on the following key areas:

- i. **Safeguarding register** – this helped the club to track compliance checks for our volunteers. It was a live document as changes occurred throughout the season with volunteers leaving or new ones joining. Niru Williams was working closely with Martin Pluck, Jon Gritten and other senior club members to ensure that DBS and other checks were carried out promptly. All new coaches, managers, captains, vice-captains and other volunteers had been added to the register and all necessary checks (DBS, etc) had been carried out.
- ii. **ECB Foundation I course** – following an audit carried out earlier this year by Arfan Akram and Niru, the County added an additional Foundation I course in May 2022, with priority given to our coaches.
- iii. **Safeguarding training** – Phil Knappett (County Safeguarding Officer) ran a successful safeguarding training session at the clubhouse last month for 17 volunteers. It was a mixed group of captains, coaches, managers and members of the Safeguarding Team. Niru would be arranging further training as we still had 22 volunteers who needed to attend.
- iv. **First aid** – first aid training was arranged in April for 17 volunteers. This was run by a new provider, Complete First Aid, who were recommended by Essex CC. The training was geared towards our needs and was very practical and useful, including instructions in the use of a defibrillator. The feedback was overwhelmingly positive. Niru planned to use this trainer again as the club still had 26 volunteers who would benefit from attending this training.
- v. **Clubmark** – ECB Clubmark was an accreditation scheme for cricket clubs, which evidenced that a club was sustainable, well run and provided the right environment for its members. It recognised the club as a safe place for all ages and helped reassure parents and carers that they were choosing the right option for their children. New for 2022 was the requirement for all clubs to accredit every year rather than on the previous 3-year accreditation cycle. All evidence needed to be uploaded to the Clubmark portal by 30 June.
- vi. **Equality & Diversity** – Following the formation in March 2021 of an Independent Commission for Equality in Cricket ('ICEC'), Cricket was under intense scrutiny to increase the understanding and education of EDI across all levels of the game. It was extremely important for Wanstead to ensure that it followed, and was seen to follow, the principles of diversity and inclusivity and adopted the principles of the ECB Anti-Discrimination Code. To this end, the Management Committee confirmed that:

**We have read, understand and will adopt the principles of the ECB Anti-Discrimination Code during the 2022 season ahead of full adoption of the Code at our next AGM/EGM**

- vii. **Safeguarding Team** – 3 new members have been recruited, bringing the number of volunteers on the Safeguarding Team to 8. All were

committed and enthusiastic about supporting the club in this important area. A team meeting was held at the clubhouse last month where Niru gave an overview of the club's safeguarding responsibilities and other issues such as Friday registration and first aid supplies were discussed. An accident book had been set up behind the bar and all coaches, managers, captains and vice-captains had been advised to log any accidents in this. We now had a safeguarding presence most Thursday evenings for the girls' training sessions.

- viii. **Snaresbrook FC** – Niru had met with Paul Staniford, the Head of Football, to discuss safeguarding. Whilst there were no juniors playing in either of the club's 2 teams it was agreed that Paul and the team managers would apply for DBS checks through the Essex FA.
- ix. **Club notice board** – the noticeboards at Overton Drive and Nutter Lane now displayed the Club Safeguarding Officer's ECB Safe Hands certificate along with her photograph and contact details. Niru also met with the nursery staff in March to discuss and agree a shared safeguarding noticeboard at Overton Drive.

- 13.2 **Equality & Diversity Advisors** – Len Enoch and Matloob Piracha had been working closely with Niru on the topic of Equality & Diversity and had prepared a paper on the need for Equality and Diversity Advisors to ensure that Wanstead was seen to follow the principles of diversity and inclusivity. This paper was circulated to the Management Committee prior to the meeting and discussed during the meeting. The paper included a draft protocol on the EDI advisory role at the club. Following the circulation of a job advertisement to club members in April, we had been able to identify 3 advisors who had the necessary varied levels of experience and background to provide guidance and support on EDI matters.

*The Management Committee agreed to the appointment of these three EDI Advisors who would work closely with the VSG, including attending meetings.*

#### **14.0 Feedback from Sports Subcommittee**

The Sports Subcommittee had not met since the last Management Committee.

#### **15.0 Any Other Business**

- 15.1 **Kenya Tour in October** – 37 people had now signed up for this.

- 15.2 **Robin Das 12<sup>th</sup> Man** – congratulations to Robin Das on being selected as 12<sup>th</sup> man for the 1<sup>st</sup> Test at Lords against New Zealand. In the 38<sup>th</sup> over of the opening day he came on as substitute fielder.

#### **16.0 Date of next meeting**

- 16.1 Date to be confirmed.