



WANSTEAD & SNARESBROOK CRICKET CLUB (incorporating Snaresbrook Football Club)

Minutes of the Management Committee Meeting held on
Wednesday 27th September 2023 @ 8:00pm

Present: M. Pluck (MPI), N. Hutchings (NH), J. Ellis-Grewal (JEG), M. Bentley (MB),
S. Emmons (SE).

1.0 Apologies for absence

Arfan Akram (AA), L. Enoch (LE), Niru Williams (NW), M. Piracha (MPi).

2.0 Minutes of previous meeting

2.1 The minutes of the previous Management Committee meeting on Thursday 22nd June 2023 were agreed as a true and accurate record of proceedings.

3.0 Actions from the previous meeting

- 3.1 *Investigate options for outfield irrigation improvements and potential Climate Action Fund grants (Green Forum) – see below under **Green Heron Forum** (6.2).*
- 3.2 *Draft a non-member participant EDI notice for display at Nutter Lane and Overton Drive. This would need to be approved by the VSG (LE) – see below under **Equality, Diversity & Inclusion** (11.1).*
- 3.3 *Draft EDI-related code of conduct changes to the Members and Family Charters. He would also put together a Visitors and Non-Members Charter. These changes would need to be approved by the VSG (LE) – see below under **Equality, Diversity & Inclusion** (11.1).*
- 3.4 *Follow up on the Data Protection Officer appointment (LE) – **carry forward**. See below under **Volunteer Recruitment** (4.1).*
- 3.5 *Get names and sizes of Safeguarding Team members for customised Bradley & Co polo shirts (LE) – completed. The shirts had been sourced and distributed.*
- 3.6 *Provide a formal financial forecast for the next Management Committee meeting (MB) – **carry forward**. See below under **Treasurer's Report** (7.1).*
- 3.7 *Circulate Jon Gritten's proposals to the Management Committee regarding committees set up to support specific events or activities (MPI) – Jon to update his proposals following the Sports Subcommittee meeting on 16th October 2023. Martin would then circulate these revised plans to Management Committee members prior to the next Management Committee meeting.*

Action Following the upcoming Sports Subcommittee meeting on 16th October 2023, **MPI** to ask Jon Gritten to update his proposals regarding the committees set up to support specific junior events or activities and circulate these to the Management Committee.

- 3.8 *Contact Wanstead Golf Club to discuss the borehole irrigation facility they already had in place (MPI) – Martin had contacted David Hamilton, the Chairman of Wanstead Sports Club, to arrange a meeting to discuss the golf club’s borehole irrigation facility. David Hamilton would liaise with Martin at the end of October to confirm a date for this meeting.*

Action **MPI** to organise a follow-up meeting with Wanstead Golf Club Chairman (David Hamilton) to discuss the borehole irrigation facility they already had in place.

- 3.9 *Draft a note for circulation to all captains and managers at the beginning of next season reminding them of the need to carry out a basic Risk Assessment prior to every game (MPI) – this issue was raised at the weekly selection meeting following the June Management Committee meeting.*

- 3.10 *Follow up with the club’s architect to see if he could recommend someone who could provide energy conservation advice (MPI) – **carry forward.***

Action **MPI** to follow up with the club’s architect to see if he could recommend someone who could provide energy conservation advice.

- 3.11 *Organise a large skip once the container delivery date had been agreed (MPI) – this had been done. We were on to our 4th skip now!*

- 3.12 *Contact club’s energy supplier regarding costs and options for upgrading to three-phase energy power at Overton Drive (SE/MB) – **carry forward.***

Action **SE/MB/JEG** to contact club’s energy supplier regarding costs and options for upgrading to three-phase energy power at Overton Drive.

4.0 Development Report Progress

4.1 Volunteer recruitment

Whilst Len Enoch had identified a potential volunteer who was highly qualified to take on the role of Data Protection Officer no further progress had been made on this.

Action **LE** to follow up on the Data Protection Officer appointment – *carried forward*

Niru Williams had notified us of her intention to step down from her role as Club Safeguarding Officer by the end of next year. Seeking a replacement for this critical position would be a priority in the coming months. Niru would be actively involved in the selection process. Ideally someone would be found in

time for the start of next season. This would enable them to shadow Niru during the season, thereby facilitating a smooth transition.

The Management Committee would be very sad to see Niru Williams stand down as she had been outstanding in her role as Club Safeguarding Officer.

Action	LE/MPi/VSG to prioritise recruitment of a new Club Safeguarding Officer with the aim to have someone in place by the start of next season. This would enable them to shadow Niru during the season and facilitate a smooth transition.
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This highlighted the ongoing challenges we faced with finding volunteers and the need to identify someone who could help progress volunteer recruitment for a range of roles throughout the club.

Action	MPI/LE to identify someone who could help progress volunteer recruitment.
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Action	MPI to update MemberMojo configuration so that when members renew their membership they will be asked if they would consider volunteering to help support club activities.
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4.2 Development Report (2023-2027)

Prior to the meeting, a final draft of the report had been circulated to Management Committee members for review. The Management Committee were happy for the report to be finalised and published to members.

The Management Committee would like to thank Matloob Piracha and Len Enoch for all their hard work on this and their commitment to completing this 5-year Development Plan, which was a key deliverable for the club.

Action	MPI/LE/NH to produce the final version of 2023-2027 Development Report.
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4.3 Jack Petchey

See under **Fundraising** (6.1).

5.0 Green Heron Forum

5.1 A representative of Wanstead Climate Action (WCA) would be visiting the club to provide advice on environmental matters.

5.2 Scott Emmons had obtained 2 quotes for drilling a borehole at Overton Drive. Both were very expensive (around £45,000) and there were no guarantees as to their success. No data was available as to the volume of water that could be extracted.

5.3 We needed to continue exploring the possible options for improving the outfield irrigation at Overton Drive and identifying any grants that could help contribute towards the costs of carrying out this work. In addition, we should

ascertain how to improve both the mains waterflow and the electricity supply into Overton Drive.

Action **Green Forum** to continue looking at options for outfield irrigation improvements and potential grants – *carried forward*.

Action **Green Forum** to contact the club's water supplier, Castle Water, to discuss how we can improve mains waterflow at Overton Drive.

6.0 Fundraising

6.1 Jack Petchey

We had received a further £900 from Jack Petchey in September.

6.2 Fundraising Subcommittee

We needed to actively explore ways to raise additional funds to meet our current and future spending commitments. To achieve this would require a properly focussed Fundraising Subcommittee comprising members from across the club.

Action **MPI** to set up a meeting with Scott Emmons, Mark Bentley and Joe Ellis-Grewal to discuss fund raising initiatives in light of the current shortfall in cash reserves.

7.0 Treasurer's Report

7.1 As noted above under **Fundraising** (6.2), a series of recent outgoings, many of which were unplanned, had emphasised the importance of actively managing expenses as well as identifying additional sources of income.

Action **MB** to provide a formal financial forecast for the next Management Committee meeting – *carried forward*.

7.2 Mark Bentley was in the process of completing this year's tax return, which was due to be submitted to HMRC by the end of the month.

Action **MB** to complete club's 2022/23 tax return by the deadline date of 30th September 2023.

Action **MB** to correct club's contact details held by HMRC as these still show Chris Hurd as being the primary contact.

8.0 Bars

8.1 3rd quarter bar takings had fallen by around £17k when compared to the same period in 2022. Further analysis was required to better understand the reasons for this unexpected downturn. September had been particularly disappointing so far and underlined how important it was to try and increase the number of events/bookings at Overton Drive during what was a typically quiet month

once the season had ended. October was likely to be better and bookings were looking good for the rest of the year.

Action MB/SE to organise a meeting with Nicola Rising to go through the bar figures for the 3 months to the end of September 2023.

Action MPI to email all club members reminding them that Overton Drive can be hired for family parties, etc.

9.0 Facilities

9.1 Insurance

The building insurance premium last year had been £6,083. The quote received for this year was £7,449. Martin Pluck had successfully negotiated a reduction to £6,729.

9.2 Grounds

The end of season work on the squares at both Overton Drive and Nutter Lane had been completed. The cost for this was £2,316, including VAT.

New outfield drainage was due to be installed at Overton Drive. Once this had been completed, we had asked the groundsman to fraze mow the whole of the outfield. This was a labour-intensive but necessary piece of work that would cost £15,600, including VAT.

9.3 Overton Drive – benches

Mike Meads' wife had generously left a £2,500 legacy to the club. Part of this would be used to purchase a memorial bench. The daughter of another former member, Mike Cawthorn, had expressed an interest in purchasing a bench dedicated to her father.

It was suggested that we email club members explaining that we were looking to replace the older benches that are no longer fit for purpose and that they could be sponsored at a cost of £550 + VAT. This price included a plaque.

9.4 Overton Drive – hall and chair cupboard

We had accepted a quote from a builder to replace the roof that was leaking and install new guttering at the back of the building. The cost for this would be £5,964, inclusive of VAT.

9.5 Overton Drive – junior storeroom and groundsman's shed

A new shutter had been installed on the groundsman's shed. *Many thanks to Joe Ellis-Grewal for all his work on this.*

A container had been installed to replace the derelict junior storeroom/refreshment bar. To complete the installation this now needed to be connected up to the water and electricity supplies.

Action SE/Jim Croker to connect the water supply and complete electrics installation for the tea hut/junior equipment container.

9.6 **Overton Drive – Linkside Tennis Club**

There had been longstanding correspondence between the Linkside Tennis Club and us regarding the fact that cricket balls were occasionally hit onto the tennis courts. This had happened on 4 occasions last year and 6 times this season. Linkside had obtained planning permission to increase the height of the fence and were likely to ask Wanstead Cricket Club to contribute to the cost of carrying out this work.

9.7 **Overton Drive – Lease**

The grant for the installation of the Overton Drive nets required us to have a longer lease than the one that was currently in place at the time. To address this issue, in 2019 a Deed of Variation was agreed with our landlords, Wanstead Sports Grounds Limited, to extend the lease until 2039. To ensure consistency across all sports clubs at Overton Drive, the landlords would now like to change the lease end-date to 2049.

The Management Committee approved this amendment.

9.8 **Nutter Lane – Drummond Tennis Club**

There is a similar issue at Nutter Lane regarding cricket balls being occasionally hit onto the courts of the adjacent tennis club. The Drummond Tennis Club fencing is currently 3 metres high and they were intending to increase this to 10 metres. The netting would be retractable so that it could be extended to its full height only when necessary. This was likely to be an expensive solution and Drummond wanted to work with us to fund it and would also ask for a contribution from the Nutter Lane Trustees.

Drummond Tennis Club were also unhappy with the fact that the spoil generated when the non-turf pitch was installed at Nutter Lane was left next to the tennis courts. They have asked for this to be removed.

Action	<u>MPI</u> to meet with Drummond Lane Tennis Club to discuss the concerns that they have raised recently.
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9.9 **Nutter Lane – other**

The old sight screens were still at the ground as we were struggling to find someone to take them away.

The Residents of Preston Drive had written to us to complain about parking problems for residents that occurred when Nutter Lane was used for training sessions or playing matches.

Action	<u>MPI</u> to meet with the Residents of Preston Drive to discuss the concerns that they have raised recently regarding parking.
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10.0 **Social**

10.1 Nothing to report.

11.0 Equality, Diversity & Inclusion (EDI)

11.1 Len had produced an initial draft version of a Visitors and Non-Members Charter and had also updated the Members' and Family Charters. These needed to be finalised and approved for publication by the Volunteer Steering Group (VSG). Non-member participant EDI guideline notices also needed to be produced for display at Nutter Lane and Overton Drive. Mark Bentley had confirmed that he had seen similar Visitors and Non-Members EDI notices posted at other grounds.

Action LE to finalise EDI-related code of conduct changes to the Members and Family Charters as well put together a Visitors and Non-Members Charter. These changes would need to be approved by the VSG.

Action LE to produce a non-member participant EDI notice for display at Nutter Lane and Overton Drive. This would need to be approved by the VSG.

12.0 Safeguarding

12.1 Niru Williams had offered her apologies as she was unable to attend the meeting in person. Her safeguarding status update had been circulated to Management Committee members prior to the meeting. This report had been put together with input from Len Enoch, Jon Gritten (Head of Junior Cricket) and Martin Pluck and provided details on the following key topics:

- i. **Safeguarding register** – this had been set up to record and track compliance checks for the club's volunteers and was monitored regularly. It was a live document as changes occurred throughout the season with volunteers leaving or new ones joining. All new coaches, managers, captains, vice-captains and other volunteers had been added to the register and all necessary checks (DBS, Safe Hands, etc) had also been carried out. Currently we had 89 active volunteers on the register with 2 DBS checks currently in progress.
- ii. **Clubmark** – we were currently compliant on the Safe Hands portal and with all our Clubmark requirements. Once it had been approved by the Management Committee, Niru would upload the club's new Development Plan to the Clubmark portal in line with ECB requirements.
- iii. **Report from Head of Junior Cricket** – from a safeguarding/welfare perspective the season had gone well overall. Generally speaking, Fridays went as planned but regular reminders were needed regarding where children could/could not go when they were not playing.

There was one incident when a boy was hit in the head by a ball hit out of the nets. It was dealt with effectively, but it was necessary to have regular reminders with managers, coaches and captains to ensure they had their first aid kits immediately available, including a supply of ice packs.

Evidence of coaches and managers continued commitment to improvement had been demonstrated by their attendance on coaching and safeguarding courses.

- iv. **Junior registration for Thursday and Friday training sessions** – this had run smoothly this year despite having a smaller pool of volunteers to help out. We had been unable to recruit additional volunteers despite Len Enoch's efforts to get more people involved. Ideally, we need at least 2 people as there were always several queries that cropped up each week, particularly at the start of the season when juniors needed to be escorted to their group.

In the previous meeting Niru's report had raised the issue of how we managed Friday evenings. This noted that there were unaccompanied young children wandering into potentially dangerous areas, games of football being played when coaching was still on and cars being parked in the narrow lane by the BBQ area. Next season, Len Enoch had agreed to help with patrolling the club on Friday evenings as he was stepping down from his coaching role and joining the Safeguarding Team. Niru would speak another volunteer prior to the start of next season to see if they could lend a helping hand. They would wear the club sponsored Bradley shirts with the 'Safeguarding Team' logo on the back so that they could be easily identified.

- v. **Training** – we currently had 4 coaches undertaking the core cricket coaching course. Details of coaching courses being run by Essex CC for the autumn/winter period had been sent to the Head of Junior Cricket so that he could identify other volunteers to attend coaching training.

Training on safeguarding and the ECB's Anti-Discrimination Code were now provided as an online module. Many of our volunteers had completed both training modules. Over the autumn/winter period Niru would be sending out reminders to those who were still to complete the training.

- vi. **Reported concerns** – 3 safeguarding issues were reported to Niru and all had been resolved. One of these required investigation by Matloob Piracha (Chair of the Volunteer Steering Group) and Niru. They consulted with the club's EDI Adviser and Martin Pluck throughout the investigation process. The report of the findings and action points had been sent to all parties concerned as well as to Martin Pluck and the Head of Junior Cricket. All action points were in process of being addressed.
- vii. **Accidents** – There had been as few as 2 accidents logged in the accident book, which appeared to suggest that accidents were not being logged on a consistent basis. Despite sending reminders to record all accidents, this system did not appear to be working. Niru suggested that the club purchase an accident book for each coach, captain and team manager to keep with their first-aid kit as this would hopefully remind them to

record any accidents. We should continue to keep an accident book behind the bar.

Action At the next Sports Subcommittee on the 16th October 2023 **MPI** to put forward the Club Safeguarding Officer's recommendation that all team managers and adult team captains be provided with their own accident book.

- viii. **Equality, Diversity & Inclusion (EDI)** – As noted above under **Equality, Diversity & Inclusion** (11.1), Len Enoch had drafted notices in line with EDI requirements and would send them to the Volunteer Steering Group (VSG) for approval before finalising. These notices would need to be in place before the start of next season.

13.0 Feedback from Sports Subcommittee

13.1 No update – the next meeting was scheduled for 16th October 2023.

14.0 Any Other Business

14.1 No AOB items were raised.

15.0 Date of next meeting

15.1 The next meeting would be on Tuesday 12th December 2023.