

# WANSTEAD & SNARES BROOK CRICKET CLUB

## Minutes of the Management Committee Meeting held on Wednesday 15<sup>th</sup> June 2011 @ 8:00pm

**Present:** M. Pluck (Chair), C. Hurd, T. Hebden, Ms K. Byrne, N. Hutchings, Arfan Akram, J. Palmer, L. Enoch, P. Staniford

### 1.0 Apologies for absence

1.1 Apologies for absence had been received from S. Andrews.

### 2.0 Minutes of previous meetings

2.1 The minutes of the previous Management Committee Meeting (24th January 2011) were agreed as a true and accurate record of proceedings.

2.2 The minutes of the AGM (4th March 2011) were agreed as a true and accurate record of proceedings

**Action** Martin Pluck to publish minutes on the club website and update the Club Constitution on the website to include the changes agreed at the AGM

### 3.0 Actions from the previous meeting

3.1 *Investigate the possibility of using JustGiving to promote club fund raising activities* – Chris Hurd had done further research on this and had identified 2 drawbacks that made the use of JustGiving unrealistic. We would not be accepted as a Charity, which meant the fee for using JustGiving would be significantly higher. In addition, it was difficult to add the JustGiving link to the club website to provide easy access to our members. As a result of these issues, the club had decided that it would not make use of this facility

3.2 *Investigate the viability of club volunteers donating reimbursed expenses to the club via Gift Aid should they wish to do so* – **carry forward**

**Action** Chris Hurd to investigate the viability of club volunteers donating reimbursed expenses to the club via Gift Aid should they wish to do so

3.3 *Send all members who donated £10 or more with their registrations a form to enable them to claim tax relief on their donation* – Chris Hurd had sent a copy of the form to Vivienne Hebden to circulate to relevant junior members.

**Action** Trevor Hebden to follow up to ensure signed donation tax relief forms are obtained from junior members who had made donations to the club

3.4 *Investigate the availability of grants to help pay for the cost of the protective netting at Nutter Lane* – Chris Hurd confirmed that nothing further could be done on this until costs for the netting had been agreed

3.5 *Investigate what appropriate grant options are still available to the club, including the Lord Mayor's Fund* – Chris Hurd had done some further investigation on this.

Unfortunately no appropriate grants were currently available but Chris would continue to keep a lookout for any potential grants going forward.

- 3.6 *Contact the club's local NatWest branch regarding the possibility of a grant/donation to the club* – Chris Hurd had written to the Wanstead branch letting them know that our U15 side were NatWest Champions but had received no response to date.

The NatWest Cricket Force initiative was discussed. It was felt that this was an effective and worthwhile exercise provided the club put sufficient effort into ensuring its success. We should look at this to help with the clean-up and preparation of the grounds before the start of the 2012 season.

**Action** Martin Pluck to contact Graham Pryke regarding NatWest Cricket Force.

- 3.7 *Recirculate details of criteria for expenditure as stipulated by the Sport England grant* – Chris Hurd had sent these to Trevor Hebden and Len Enoch. The invoices for expenditure had been received and the grant money had now been spent.
- 3.8 *Liaise with Paul Staniford to see if the two additional football matches he has arranged can be played at Nutter lane* – Joe Palmer Snr had arranged these two matches which had been well attended
- 3.9 *Work with Joe Palmer Jnr to send out a communication to members asking what social events they would like to see hosted at the club. They will also request volunteers to be involved in co-ordinating social activities* – successfully completed by Joe Palmer Snr.
- 3.10 *Review and update Safeguarding Policy and liaise with Sanjay Batra to update the document on the club website. Incorporate into Clubmark re-accreditation application* – this had been completed and details of the updated Safeguarding Policy were now on the club website
- 3.11 *Ask Paul Staniford to send Sanjay Batra details of football fixtures so that he can publish them on the club website* – carry forward to next season. Paul Staniford would provide a link to the League website

**Action** Paul Staniford to liaise with Sanjay Batra to add details of the club Football Section fixtures to the website.

- 3.12 *Obtain John Sankey plaque* – Len Enoch had mocked up a version of the plaque which he would forward to Martin Pluck for review. *Carry forward purchase of the plaque*

**Action** Len Enoch to forward John Sankey plaque mock-up to Martin Pluck for review

**Action** Len Enoch to purchase John Sankey plaque once wording/design had been agreed.

- 3.13 *Confirm Junior Section expenditure and provide details to Chris Hurd for Sport England grant* – Len Enoch and Trevor Hebden had completed this.

3.14 *Provide the Management Committee with a list of club Level 1 and Level 2 qualified coaches. This information will then be posted on the club's website. Incorporate into Clubmark re-accreditation application – completed by Len Enoch (see 3.10 above.)*

3.15 *Agree wording with John Sankey for plaque at Nutter Lane – waiting for mock-up from Len Enoch. **Carry forward***

**Action** **Martin Pluck** to agree wording with John Sankey for plaque at Nutter Lane.

3.16 *Once Trevor has confirmed list of interviewees with Stuart Phillips for the Junior Section review contact these club members to confirm his approval for this initiative – Martin Pluck would speak directly to Stuart Phillips on this.*

**Action** **Martin Pluck** to contact Stuart Phillips regarding Junior Section review and club members who would be interviewed for this.

3.17 *Arrange a meeting with Lynn Rising and Mike Mead to discuss the reorganisation of photos/pictures on display at Overton Drive – Martin Pluck had done this and Mike Mead had sorted out the photos. The next task was to decide which ones should be put up and what frames should be used.*

**Action** **Martin Pluck** to follow up on re-organisation of club photos, including speaking to Vivienne Hebden who has a contact that could do this at a competitive price

3.18 *Contact James Outram to discuss possibility of bringing adult Cricket Week forward by one week to avoid conflict with Ramadan – this had been investigated but we were unable to move adult Cricket Week as clubs that we had invited already had fixture commitments in the previous week.*

3.19 *Contact Drummond Tennis Club to ensure that they do not commit to any of the protective netting options until the possibilities of obtaining grants for this are fully explored – Martin Pluck had spoken to Rob Wallis at the Tennis Club. An initial planning application had been rejected. Martin had tried to meet with the Tennis Club to discuss options but to date 3 proposed meetings had been cancelled.*

**Action** **Martin Pluck /Chris Hurd** to meet with the Tennis Club representatives to agree a way forward on installing protective netting at Nutter Lane

3.20 *Send out a communication reminding all club members of the responsibility and duty of care that everyone has to ensure that both grounds are left tidy after games – chairs put away, flags brought, plastic bottles and litter removed etc. Martin Pluck had done this and things were a lot better this season.*

3.21 *Following AGM send out a letter to club members asking for volunteers to participate in fund raising activities – Martin Pluck had done this. There had not been many responses but some volunteers had come forward. Sanjay Batra had worked hard to get additional advertisements on the website – this had been a successful campaign. There were also additional advertising hoardings at Overton Drive as well as a temporary one at Nutter Lane*

- 3.22 *Follow up with Nigel Baldwin regarding the tidying up of the area around the back of the score box at Nutter Lane – completed by Martin Pluck.*
- 3.23 *Send out the AGM Agenda to honorary club members – completed by Martin Pluck.*
- 3.24 *Report back to the Management Committee regarding a replacement for Nigel Baldwin – no formal replacement for Nigel Baldwin had been identified to date.*
- 3.25 *Raise the idea of the club nights at the players meeting on 13th February – this had been done by Martin Pluck. The first one (arranged by 5<sup>th</sup>/6<sup>th</sup> XIs) had been held on Saturday 11<sup>th</sup> June and was very successful. Other nights had been organised for July 9<sup>th</sup> (1<sup>st</sup>/2<sup>nd</sup> XIs), July 20<sup>th</sup> (3f/4f XIs) and 3<sup>rd</sup> September (Ladies.) The formal adult presentation evening would be on Friday 7<sup>th</sup> October and a Golf Day had been arranged for the 19<sup>th</sup> August.*
- 3.26 *Follow up with Paul Staniford regarding provision of the Football Section summary for AGM Agenda Committee report – completed by Nigel Hutchings.*
- 3.27 *Update the AGM Agenda with changes agreed by the Committee and forward to Sanjay Batra for publishing on the club website – completed by Nigel Hutchings*
- 3.28 *Produce address labels for mailing the AGM Agenda to honorary club members – completed by Nigel Hutchings*
- 3.29 *Provide Sanjay Batra with information on the upcoming quiz at Overton Drive so that he can publish details on the club website – completed by Nigel Hutchings. The quiz had been extremely well attended (more than 100 people.)*
- 3.30 *Post a copy of AGM Agenda on notice boards at Nutter Lane and Overton Drive members – completed by Nigel Hutchings*
- 3.31 *Put up John Sankey plaque at Nutter Lane – carry forward (see 3.12 and 3.15 above.)*

<b>Action</b>	<b><u>Paul Staniford</u></b> to put up John Sankey plaque at Nutter Lane when it is available
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- 3.32 *Publish the AGM Agenda on the club website – completed by Sanjay Batra*
- 3.33 *Send out an email to members reminding them of the benefit to the club of their accessing Amazon via the club website – completed by Sanjay Batra*
- 3.34 *Post list of qualified Level 1 and Level 2 coaches on website once this has been supplied by Len Enoch – completed by Sanjay Batra*
- 3.35 *Publish November 2010 Management Committee minutes on the club website – completed by Sanjay Batra*
- 3.36 *Follow up with Stuart Phillips on Junior Section review and associated interviews to agree strategy and schedule – see under 3.16 above.*

3.37 *Send Chris Hurd details of costs for cricket balls (required for Sport England grant submission) – completed by Trevor Hebden*

#### 4.0 Fund Raising

##### 4.1 Fund Raising Committee

There was no formal Fund Raising Committee but Sanjay Batra was working actively with Rohit Gupta on fund raising activities and initiatives. One club member had suggested an Olympic Race Night (a variation on the traditional race nights.) A 'Bollywood Night' had also been mooted – Rohit was looking at organising this.

**Action** Martin Pluck/Joe Palmer Snr to discuss the Olympic Race Night with the club member who had proposed this fund raising initiative

#### 5.0 Secretary's Report

##### 5.1 Disruptive behaviour of members

There was a feeling within the club that the disruptive behaviour of a certain segment of the club had got worse and that it was having a 'corrosive' effect that was undermining the ethos of the club. It was important to remember that we were a charitable, non-profit, volunteer-based community club and the behaviour of our members should reflect this. Many parents had already complained about this behaviour.

It was agreed that the worst offenders would be asked to leave the club if their unsettling behaviour continued. It was also agreed that a notice should be circulated emphasising that the club is run on an equal opportunity basis for all members and that no individual player would be favoured to the detriment of the club itself and other members

**Action** Martin Pluck/Trevor Hebden/Len Enoch to prepare a notice for circulation to all club members. This would be signed by Martin Pluck and Arfan Akram and posted on the club notice board as well as emailed to all members

**Action** Martin Pluck ensure that we are more diligent in dealing formally with the repeat offenders

**Action** Martin Pluck/Trevor Hebden/Len Enoch/Arfan Akram to put together a list of offenders that need to be managed more closely

#### 6.0 Development Plan

6.1 There would be no update on this until next year.

#### 7.0 Treasurer's Report

##### 7.1 Grant applications

There was one outstanding application that we were waiting to hear back on. This was sponsored by the Daily Telegraph in conjunction with RBS – 2 grants a month were being awarded

## 7.2 Statement of Accounts

So far this year the club's financial position was looking somewhat better than last year. The fund raising initiatives were having a positive impact on finances although bar takings for the last 3 months of 2010 were around 10% lower. There had also been fewer hall lettings over the winter than in the previous year. Subscriptions were holding up well – in fact overall receipts had increased from 2010. Despite this it was still more important than ever to minimise any unnecessary expenditure.

*The Committee thanked John Cade for organising the Fantasy Cricket League – this had raised £217.*

## 7.0 Bars

### 8.1 Chairman's report

- Simon Andrews was unable to attend the meeting but provided a separate summary of the situation for the first 3 months of 2011. Bookings were down on previous years – the main functions booked for this quarter were children's parties on Sunday afternoons, which meant that bar takings were less than would be expected for adult events. In addition, the takings for adult functions were not at the same level as in previous years. This might well reflect the current economic climate although it appeared that takings for the second quarter of 2011 had improved.
- Lynn Rising and Chris Hurd had met with the Shepherd Neame Sales Rep. to discuss pricing and sponsorship. They were still awaiting a formal response to these discussions.

## 8.0 Grounds

### 8.1 Grounds report

Despite the very dry weather during early spring both grounds/squares have held up extremely well.

*The Committee would particularly like to acknowledge Nigel Baldwin's continued hard work in ensuring the grounds were maintained to a consistently high standard. Thanks should also go to Tony Burgess and Joe Palmer Snr for their important contribution to the maintenance effort on both grounds.*

There had been several complaints about the nets especially in the light of the recent refurbishment. The bars were not straight and there were holes in the netting that had raised concerns over safety.

Paul Staniford also asked if some work could be done on the football pitch prior to the start of the season

**Action** Martin Pluck to contact the club member who has volunteered to repair the bars in the nets free of charge

**Action** Trevor Hebden to sort out the cable ties holding the netting so that the holes could be repaired

<b>Action</b>	<b><u>Martin Pluck/Nigel Baldwin</u></b> to put new tyres on the covers
<b>Action</b>	<b><u>Trevor Hebden</u></b> to ask Ewan Ferguson and Simon Bottomley if they would undertake the maintenance of the practice nets
<b>Action</b>	<b><u>Martin Pluck</u></b> to discuss with the groundsman what could be done at Nutter Lane to improve the football pitch before the winter
<b>Action</b>	<b><u>Paul Staniford</u></b> to arrange for the goalpost holes in the outfield at Nutter Lane to be covered
<b>Action</b>	<b><u>Martin Pluck/Paul Staniford</u></b> to meet with Riz Patel who has proposed that his company share usage of the football pitch at Nutter Lane

## 10.0 Social

10.1 The key social events have been covered elsewhere – these included the Golf Day, the monthly team events and the end of season adult presentation evening.

## 11.0 Safeguarding

### 11.1 Clubmark

Kate Byrne had met with Graham Jelly of Essex Cricket Club to go through Clubmark accreditation requirements with respect to Safeguarding. This identified the need for a further 36 CRB checks to be completed.

<b>Action</b>	<b><u>Kate Byrne/Graham Hambly</u></b> to organise a further CRB surgery.
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## 12.0 Cricket

### 12.1 Adult Cricket

- The 1<sup>st</sup> XI were still in 3 cups and were currently in 4<sup>th</sup> place in the Premier League.
- The 2<sup>nd</sup> and 3<sup>rd</sup> XIs had struggled early on
- The 4<sup>th</sup> XI were finding things more difficult this year
- The 5<sup>th</sup> and 6<sup>th</sup> XIs were doing well again and might be challenging for promotion later in the season.
- Overall availability had been a challenge in the early part of the season

### 12.2 Junior Section

- All Matchplay games had been won to date
- The U15s had been knocked out of the Peters Cup by a very strong Woodford Wells side
- The U13s were doing very well in the 2 main competitions at that age group – the David Bradford Trophy and the Peter Coe Cup.
- The U11s were strong this year and had won all of their key competitive fixtures to date

### 12.3 Ladies Section

- The team had had a very good start to the season.
- Several women players had participated in adult Saturday fixtures – this reflected the improved integration of the Ladies section this season

### 13.0 Football

13.1 **Adult Saturday side** – they had finished runners-up in the league and had been promoted

13.2 **U21s Sunday side** – they had beaten Woodham Raiders to win the Cup and had also finished runners-up in the league. For the 2011/12 season they would be joining the men's league – Essex Combination Division 1.

### 14.0 Proposed Parking Restrictions

13.1 Ewan Ferguson had raised concerns about 2 proposals that would potentially impact the club. These related to tighter parking restrictions in Wanstead High Street and St Mary's Avenue as well as proposed controls/parking meters in Nutter Lane.

An email had been sent to our local councillor to obtain further clarification on this situation. As a club we would need to be careful as to the way we handled this.

**Action** Chris Hurd to co-ordinate any club responses or representation on the proposed parking restrictions issue. He would contact our local MP, John Cryer, if necessary or appropriate

### 15.0 Any Other Business

15.1 **2012 Olympics** - the possibility of using Nutter Lane as a car park for visitors to next year's Olympics was being considered. Chris Hurd had contacted the NCP about this. Things were still at a very early stage and they are assessing various options before getting back to us. Early feedback was that they were concerned that the ground was too far from Wanstead tube station to make this practical.

15.2 **James Foster Benefit Day** – Arfan Akram updated the Committee on arrangements and status for this event on Monday 12<sup>th</sup> September. It had been confirmed that Wanstead would provide the ground and facilities with all profits going to the Benefit Fund. 2 guest speakers had been confirmed – John Barclay and Barry Hearne. So far commitment had been obtained for 13 tables of 10 people. The target was for 27 tables.

### 16.0 Date of next meeting

16.1 The date of the next meeting was to be confirmed