

WANSTEAD & SNARESBROOK CRICKET CLUB

Minutes of the Management Committee Meeting held on Monday 24th January 2011 @ 8:00pm.

Present: M. Pluck (Chair), C. Hurd, T. Hebden, Ms K. Byrne, K. Lloyd,
N. Hutchings, S. Batra, Arfan Akram, J. Palmer, L. Enoch, S. Andrews

1.0 Apologies for absence

1.1 Apologies for absence had been received from, N. Baldwin and P. Staniford.

2.0 Minutes of previous meetings

2.1 The minutes of the previous Management Committee Meeting (15th November 2010) were agreed as a true and accurate record of proceedings.

Action Sanjay Batra to publish November 2010 Management Committee minutes on the club website.

3.0 Actions from the previous meetings (15.09.2011 and 15.11.2011)

3.1 *Follow up with Wanstead Sports Grounds Ltd (Overton Drive Landlords) on carrying out repairs to the access road and car park – completed by Chris Hurd in conjunction with a follow-up communication to emphasise the cricket club's dissatisfaction with the Landlords initial response on this issue and drawing their attention to the risk of litigation if the repairs were not carried out in a timely manner.*

The driveway had now been resurfaced and the potholes further into the car park had been fixed, albeit temporarily. Pending availability of Landlords' funds the plan was to completely renovate the car park later in the summer.

3.2 *Re-circulate details of criteria for expenditure as stipulated by the Sport England grant – completed by Chris Hurd but the full allocation was still to be spent. The money provided by the grant had to be spent by 31st March 2011.*

Action Chris Hurd to re-circulate details of criteria for expenditure as stipulated by the Sport England grant.

Action Trevor Hebden to send Chris Hurd details of costs for cricket balls (required for Sport England grant submission).

Action Len Enoch/Trevor Hebden to agree Junior Section expenditure and provide details to Chris Hurd for Sport England grant

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 – carry forward*

Action Chris Hurd to send all members who donated £10 or more with their registrations a form to enable them to claim tax relief on their donation.

3.4 *Liaise with Sanjay Batra about Safeguarding training/requirements for adult players who are responsible for the welfare of junior club members playing in adult teams –*

completed. Kate Byrne and Graham Hambly had conducted successful morning surgeries at Overton Drive to promote the need for CRBs and to ensure applications were made for all CRBs (lapsed or new.)

- 3.5 *Review and update Safeguarding Policy and liaise with Sanjay Batra to update the document on the club website – **carry forward***

Action Kate Byrne to review and update Safeguarding Policy and liaise with Sanjay Batra to update the document on the club website.

- 3.6 *Complete club Development Plan statistics on ECB Play Cricket website by the end of October – completed by Len Enoch and Trevor Hebden.*

- 3.7 *Provide the Management Committee with a list of club Level 1 and Level 2 qualified coaches – this would be done as part of the Clubmark re-accreditation process due to take place shortly.*

- 3.8 *Post list of qualified Level 1 and Level 2 coaches on website once this has been supplied by Len Enoch – see above. **Carry forward***

Action Len Enoch/Trevor Hebden to 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.

Action Sanjay Batra to publish list of club Level 1 and Level 2 qualified coaches on the club website.

- 3.9 *Arrange a meeting with Lynn Rising and Mike Mead to discuss the reorganisation of photos/pictures on display at Overton Drive – Martin Pluck had spoken to them but the meeting was still to be arranged. **Carry forward***

Action Martin Pluck to arrange a meeting with Lynn Rising and Mike Mead to discuss the reorganisation of photos/pictures on display at Overton Drive.

- 3.10 *Discuss/review the future direction of the club's Ladies Section – Martin Pluck had discussed this with Pauline Osborn and invited her to attend the Management Committee meeting.*

- 3.11 *Agree wording with John Sankey for plaque at Nutter Lane – **carry forward.***

- 3.12 *Obtain John Sankey plaque – this was dependent on the wording being agreed. **Carry forward***

- 3.13 *Put up John Sankey plaque at Nutter Lane – dependent on 3.11 and 3.12. **Carry forward.***

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

Action Len Enoch to obtain John Sankey plaque

Action Paul Staniford to put up John Sankey plaque at Nutter Lane.

- 3.14 *Respond to Drummond Tennis Club regarding protective netting following a review of quotations for supply and erection of netting – Martin Pluck had attending a meeting to discuss this. As a result of this it was agreed that Wanstead would*

be willing to contribute a third towards the cost of any protective netting. Drummond Tennis Club would approach the Landlords to discuss this and would get back to us to agree a way forward.

We should explore the possibility of applying for a grant to help towards the cost of this.

Action Chris Hurd to investigate the availability of grants to help pay for the cost of the protective netting at Nutter Lane

Action Martin Pluck to 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

- 3.15 *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 – this should be done nearer the start of the season. **Carry forward***

Action Martin Pluck to 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 – do just before start of 2011 season.

- 3.16 *Contact Ian Jordan to see if he wants to use the gang mower stored at Nutter Lane – Nigel Baldwin confirmed that this is being used.*

- 3.17 *Obtain an angle grinder to cut up the defunct sightscreen at Nutter Lane – this would be done in the near future.*

- 3.18 *Organise dismantling and winter storage of Nutter Lane site screens – this could not be done as the tractor was in the way and could not be moved. The site screens would be left up over the winter.*

- 3.19 *Amend minutes from last meeting (13th April 2010) as discussed– completed by Nigel Hutchings.*

- 3.20 *Post amended 13th April 2010 meeting minutes on website when they are available – completed by Sanjay Batra.*

- 3.21 *At the next AGM, formally thank the Metropolitan Essex Branch of the Association of Cricket Officials for the autographed drawing kindly presented to the club for hosting the umpiring courses over the winter – completed by Trevor Hebden.*

- 3.22 *Follow up with Stuart Phillips on Junior Section review and associated interviews to agree strategy and schedule – **carry forward***

Action Trevor Hebden to follow up with Stuart Phillips on Junior Section review and associated interviews to agree strategy and schedule.

- 3.23 *Once Trevor Hebden has confirmed list of interviewees with Stuart Phillips for the Junior Section review contact these club members to confirm his approval for this initiative – dependent on 3.22 above. **Carry forward***

Action Martin Pluck to contact club members participating in Stuart Phillips' Junior Section review to confirm his approval for this initiative.

- 3.24 *Look into possibility of running a club Child Protection course at Overton Drive – arranged by Trevor Hebden.*
- 3.25 *Organise First Aid course(s) at Overton Drive for club members who need to renew their qualification – arranged by Trevor Hebden*
- 3.26 *Send Graham Hambly an up-to-date list of all club coaches – completed by Trevor Hebden*
- 3.27 *Send Kate Byrne and Graham Hambly a list of all club members who have completed a First Aid course in the last 3 years – completed by Vivienne Hebden*
- 3.28 *Contact Pam Gadd as she may know of an interior designer that the club could use to help with the refurbishment of the Overton Drive clubhouse. Patrick Spicer had provided a proposal for 3 alternative studies for the refurbishment. Unfortunately, these required the club to commit to significant upfront costs that it could not really afford at this stage. An email had also gone out to club members looking for volunteers. Graham Jelley had suggested the Natwest Cricket Force initiative. To take advantage of this they would need to know exactly what our plans were.*
- 3.29 *Contact Graham Russell to see if he could recommend an interior designer – Martin Pluck had spoken to Graham who would look into this further.*
- 3.30 *In conjunction with Joe Palmer Jnr, 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 – **carry forward***
- 3.31 *Review the club constitution with the intention of amending this to incorporate a representative of the Ladies Section on the Management Committee – see below under Secretary's Report agenda item.*

Action Joe Palmer 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.

4.0 **AGM Notice**

4.1 **Availability**

Neither Martin Pluck nor Chris Hurd were available to attend the AGM on the proposed date of 26th February 2011. The preferred alternative was Friday 4th March.

4.2 **Subscriptions**

The Management Committee would propose that these should go up slightly across all categories. This was the first increase in 2 years. Match fees would remain the same.

4.3 **Amendment to Club Constitution**

This was an important proposal as this change to the mechanism for admitting new members was key to the club being able to retain its ECB Clubmark accreditation.

4.4 Finance

A major area of concern that would be emphasised was that the club had made a loss of around £7,000 in the last year despite increased grants being available. The main reason for this loss was a reduction in income (primarily bar takings) of £16,000. It was important that we maximised the club's earning potential during 2011. Looking forward to the summer it was noted that Ramadan coincided with Adult and Junior Cricket week this year. It was suggested that we consider moving Adult Cricket Week forward by 1 week.

Action Martin Pluck to contact James Outram to discuss possibility of bringing adult Cricket Week forward by one week to avoid conflict with Ramadan.

4.5 AGM Agenda

Changes/corrections to the AGM Committee Report were proposed and agreed by the Committee.

4.6 Other preparatory tasks

The following actions were required prior to the AGM

Action Nigel Hutchings to follow up with Paul Staniford regarding provision of the Football Section summary for AGM Agenda Committee report..

Action Nigel Hutchings to update the AGM Agenda with changes agreed by the Committee and forward to Sanjay Batra for publishing on the club website.

Action Sanjay Batra to email all club members reminding them of the AGM and to publish the AGM Agenda on the club website.

Action Nigel Hutchings to produce address labels for mailing the AGM Agenda to honorary club members.

Action Martin Pluck to send out the AGM Agenda to honorary club members.

Action Nigel Hutchings to post a copy of AGM Agenda on the notice boards at Nutter Lane and Overton Drive.

5.0 Secretary's Report

5.1 Fund Raising

It was evident that this area needed closer attention in 2011 as it was more important than ever that we looked for ways of increasing the income coming into the club. Several ideas were discussed:

- Fund Raising committee
- Send out a letter to club member asking for volunteers to participate in fund raising initiatives
- The potential of JustGiving to maximise club fund raising capabilities
- Make the most of the Amazon link on the website and Google ads as a source of income
- Treat expenses as charitable donations

Action **Martin Pluck** to send out a letter to club members asking for volunteers to participate in fund raising activities. This should be done following the AGM

Action **Sanjay Batra** to send out an email to members reminding them of the benefit to the club of their accessing Amazon via the club website.

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.

Action **Chris Hurd** to investigate the possibility of using JustGiving to promote club fund raising activities.

5.2 Management Committee Membership

The size of the Management Committee had increased over the past 3 years as it attempted to take on a wider range of responsibilities and activities. It would be more effective to delegate responsibility where appropriate and empower other sections and subcommittees within the club to undertake specific tasks. To this end it was agreed that the Committee should be structured as recommended in the Club Constitution. This would mean some members of the Management Committee would no longer be directly involved going forward. The revised Committee membership would be endorsed at the AGM.

Martin Pluck informed the Committee that Nigel Baldwin had asked to stand down as Chairman of the Grounds Committee as his work commitments meant that he would not be able to devote the time required to fulfil this role effectively. Nigel was very happy to continue to undertake any activities that were required to ensure that the grounds were maintained to their existing high standard.

The Committee formally acknowledged the outstanding contribution that Nigel Baldwin had made to the improvement in the standard at both grounds in recent years. His commitment and hard work during his tenure as Chairman of the Grounds Committee had been exceptional.

Action **Martin Pluck** to report back to the Management Committee regarding a replacement for Nigel Baldwin

6.0 Development Plan

6.1 There was nothing further to report at this stage.

7.0 Treasurer's Report

7.1 Grant applications

It was now more important than ever to search out potential grants that would benefit the club. Grants were still relatively widely available to help with capital projects and contribute towards non-recurring costs. This contrasted appreciably with grants to help with running costs – these were very scarce.

Action **Chris Hurd** to investigate what appropriate grant options are still available to the club, including the Lord Mayor's Fund.

Action **Chris Hurd** to contact the club's local NatWest branch regarding the possibility of a grant/donation to the club

7.2 Statement of Accounts

There were real concerns as to the way the club's income had dropped off dramatically in the 3 months running up to the financial year end (30th September 2010). This trend had continued for the last quarter of 2010. In addition, we had incurred a large expense at the start of 2011 financial year – this was to cover the cost of repairing the drains at Overton Drive. The club must make every effort to minimise costs and there was effectively no money available for any discretionary expenditure.

7.3 Overton Drive lease

Chris Hurd noted that the lease on Overton Drive formally expired in September 2009. The 1st draft of a new 21 year lease was now available – the rental charge was the same as before.

The Committee approved Chris Hurd to represent the club in any negotiations regarding the new lease.

8.0 Bars

8.1 Chairman's report

- Bar takings in October 2010 had improved but November and December were down. All clubs in the area were suffering from the same lack of bar income.
- Mullaleys were hiring out the ground again this summer – 6 evenings plus 1 full day.
- 2 bookings had been accepted for Nutter Lane in the coming months. Simon Andrews felt that it was important to take advantage of this facility in summer as well as during the winter and the Committee was in full agreement with this approach.
- One club night (a Saturday) had been set aside each month during the season – see below. Other nights would be available for external functions depending upon fixtures/cricketing commitments

9.0 Grounds

9.1 Grounds report

Martin Pluck and Nigel Baldwin had spoken to the groundsman over concerns regarding the way the end of season maintenance had been carried out. Both grounds were definitely in better condition now although the ends at Overton Drive were still bare. We had been assured that the grounds would be fully prepared and up to scratch for the start of the season.

9.0 Social

9.1 Joe Palmer was looking to arrange 3 football games this year

Action Joe Palmer to liaise with Paul Staniford to see if the two additional football matches he has arranged can be played at Nutter lane

9.2 Greene King golf tournament – 2 representatives from the club would participate in this.

9.3 Pre-season Jazz Evening to be organised by Sanjay Batra – date to be confirmed but 30th April looked to be the most likely date.

9.4 Cricket social events – 3 club evenings (Saturdays) to be reserved so that teams (in pairs) could arrange their own events to encourage players to come back to the club after games at least once a month.

Action Martin Pluck to raise the idea of the club nights at the players meeting on 13th February.

9.5 Cricket weeks – the possibility of moving these to accommodate Ramadan was discussed

9.6 Fireworks/club night – this was being organised and would probably take place at the end of October. Realistically we would have to sell 100-150 tickets at £12-£15 a head to make this viable.

9.7 End of season presentation evening – plans were being made to extend this into a full evening rather than finish at around 9:30.

Action Nigel Hutchings to ask Sanjay to publicise the upcoming quiz night on the website

10.0 Safeguarding

10.1 CRB completion

As noted above 2 very successful Saturday morning CRB clinics were organised. This resulted in the submission of 25 forms.

10.2 Safeguarding information on the website

It was noted that a review of the website content was necessary to ensure the Safeguarding information was relevant, accurate and up-to-date.

11.0 Cricket

11.1 Adult Cricket

- A players' meeting had been arranged for Sunday 13th February at 2 pm.
- Maurice Chambers had been selected to go on the England 'A' tour to the West Indies – this was an outstanding achievement.
- A lot of indoor games were taking place over the winter. The 1st team were vying for the title in Division One whilst the 2nd team were mid table in Division Two.

11.2 Junior Section

- We had 10 teams participating in the indoor league this year

- The indoor coaching on Sunday mornings at Caterham had been very well attended to date. All sessions were very well organised with large numbers of volunteer coaches across the different age groups
- The Junior Dinner had been very successful and James Foster had been extremely well received as guest speaker.

11.3 Ladies Section

- The Ladies had taken part in the indoor league at Chelmsford for the first time and had finished a very creditable 3rd.

12.0 Football

- 12.1 Adult Saturday side – they were currently 2nd in the league
- 12.2 U21s Sunday side – they were also 2nd in the league and had reach the ¼ Finals of the County Junior Cup
- 12.3 The Girls U12s – like the adults and 21s they were also 2nd in their league.
- 12.4 We were looking to promote the Football Section by putting their fixtures on the club website.

Action **Keith Lloyd** to ask Paul Staniford to send Sanjay Batra details of the football fixtures so that he can publish them on the club website

13.0 Any Other Business

- 13.1 Sanjay Batra noted that we were looking to make greater use of the diary function on the website – this would be done for the adult and junior cricket weeks to start with.
- 13.2 Arfan Akram brought the Committee's attention to the James Foster Benefit Event due to take place at Overton Drive on Monday 12th September. This would start at 15:30 with a 20/20 match against an Essex Select XI (Alistair Cook and Ravi Bopara should be playing.) The guest speaker at the dinner would be John Barclay and hopefully this would be hosted Chris Hollins (still to be confirmed.) 10 tables of 10 had been reserved so far with the target being 27 tables. All profits (other than the bar) were to go to James Foster's benefit fund.
- 13.3 Clubmark – we were currently applying for re-accreditation. There would be a concerted effort to complete the necessary paperwork and provide the evidence required by the ECB in the coming months
- 13.4 Grounds tidy up – this was scheduled for the weekend of 9th/10th April. Natwest Cricket Force was also an option that the club would consider to help with this.

Action **Martin Pluck** to follow up with Nigel Baldwin regarding the tidying up of the area around the back of the score box at Nutter Lane

14.0 Date of next meeting

- 14.1 The date of the next meeting was to be confirmed.