



WANSTEAD & SNARESBROOK CRICKET CLUB (incorporating Snaresbrook Football Club)

Minutes of the Management Committee Meeting held on
Tuesday 6th December 2022 @ 8:00pm

Present: M. Pluck (MPI), N. Hutchings (NH), L. Enoch (LE), M. Piracha (MPi),
M. Bentley (MB), S. Emmons (SE), Niru Williams (NW).

1.0 Apologies for absence

Arfan Akram (AA), J. Ellis-Grewal (JEG).

2.0 Minutes of previous meeting

2.1 The minutes of the previous Management Committee meeting on Wednesday 21st September 2022 were agreed as a true and accurate record of proceedings.

3.0 Actions from the previous meeting

3.1 *Speak to contact he had at Bexley Cricket Club about outfield improvement grants available to recreational cricket clubs (JEG). The focus here was on the irrigation system. Carry forward.*

Action JEG to speak to contact he had at Bexley Cricket Club to discuss how they funded their irrigation system improvements.

3.2 *Contact Richard Sutcliffe of Funding 4 Sport to discuss the likely availability of grants to pay for Phase 3 of Project Heron (MB) – completed. See below under Fundraising (agenda item 6) for further details on grant availability.*

3.3 *Put together a draft set of accounts and associated financial report for review at the next Management Committee meeting in December (MB) – completed. See below under Treasurer's Report (agenda item 7) for further details.*

3.4 *Speak to our grants consultants, Funding 4 Sports, to see if they could help to identify outfield improvement grants that may be available to recreational cricket clubs (MB) – completed. See below under Fundraising (agenda item 6) for further details on grant availability.*

3.5 *Arrange a meeting before Christmas with Ian Jordan and Joe Ellis-Grewal to discuss the options available to us for improving the outfield (MPI). Carry forward.*

Action MPI to arrange a meeting with Ian Jordan and Joe Ellis-Grewal to discuss the options available to us for improving the outfield.

3.6 *Contact the Essex Cricket Development Manager, Graham Pryke, regarding grants available to cricket clubs for improving their outfields (MPI) – Graham Pryke*

confirmed that there were very few grants available at the moment. One that might be worth investigating was the Climate Action Fund, which aimed to help communities across the UK to address climate change.

- 3.7 *Invite Rupert Verdi to lunch later in the year to thank Keatons for their generous sponsorship and discuss how they could continue to be involved with the club in the future (MPI) – this had been arranged for Thursday 15th December.*

4.0 Development Report Progress

4.1 Volunteer recruitment

The appointment of a new Communications Officer, Sumbul Siddiqui, was approved by the Management Committee.

Helen Pattington would be taking on responsibility for updating content published on the club's website.

Sohail Ahmed had met with Sumbul and Helen to familiarise them with the website and the mechanisms available for making changes to layout, structure and content.

4.2 Development Report (2023-2027)

The production of a 5-year development report was a prerequisite of Clubmark accreditation.

The club's membership database had been used to facilitate the emailing of questionnaires to club members and the majority of questionnaires had now been sent out. Matloob Piracha would interview all Management Committee members. We would also be talking to selected external contacts to gain feedback from other clubs. In addition, it was agreed that we should look to solicit feedback from former members to understand their reasons for leaving the club.

Action MPI to identify a small subset of club leavers to be interviewed for the Development Report.

Martin Pluck had emailed all Essex Cricket League clubs asking them to share details of their membership subscription rates and match fees to provide a better understanding of how Wanstead fees compared to other clubs. Obviously, some clubs might be reticent to share this information and of the 50 email requests sent out Martin had received 12 responses so far.

Action MPI to follow up on the email sent to other Essex League clubs regarding subscription rates and match fees to solicit responses from clubs who had not yet replied.

Results from questionnaires and one-to-one interviews should be collated by the end of January 2023. The plan was to produce an initial draft version of the report by the end of April.

Matloob emphasised the fact that all feedback received would remain anonymous.

4.2 Jack Petchey Grants

Following Len Enoch's handover of Jack Petchey administration responsibilities, there were still some outstanding issues with regard to the administration of the Jack Petchey Grant process and the purchasing of equipment. This would need to be reviewed.

5.0 Green Heron Forum

5.1 Discussions have taken place with Ronnie Finch, the owner of The Duke in Wanstead, regarding the viability of installing a commercial composter at Overton Drive. He would have to speak to the landlords directly about this as the composter would not be located on land that we controlled.

5.2 Other than the green initiatives that we planned to incorporate into the revised third phase of Project heron (see 6.3 below) the primary focus in the short term for the Green Heron Forum would be on recycling. To this end, we aimed to stop utilising single-use plastic in the bar next year.

6.0 Fundraising

6.1 Grants

The current economic climate meant that grant opportunities were few and far between now. According to Richard Sutcliffe at Funding 4 Sport, Sport England would be opening up grants sometime in the future but there were unlikely to be any cricket-related grants available to Wanstead.

Martin Pluck had met with Football Foundation representatives from the Essex FA and Tony McGrath of Barkingside FC, who rent pitches at Nutter Lane. The purpose of this was to gain a better understanding of what funding might be available for ground and pavilion improvements at Nutter Lane. Martin would be meeting with Tony and Paul Staniford on Saturday 10th December to discuss this further.

Action MPI to meet with Tony McGrath of Barkingside FC and Paul Staniford to discuss Football Foundation grant opportunities to help fund ground and pavilion improvements at Nutter Lane.

6.2 Sponsor

A new main sponsorship agreement with Bradley & Co had been signed and would take effect from 1st January 2023. As noted in the last meeting, the terms of the agreement were the same as those in place with Keatons. The new sponsor would pay for replacement signs at Overton Drive and another boundary board. They would also provide a logo for use on the website and in club documents.

6.3 Project Heron – third phase

As no new grants were likely to be available in the short to medium term, our plans for refurbishment of the Overton Drive clubhouse would need to be revised. Following a meeting with the architects it was agreed that the original plans should be dropped and that we would focus on making necessary tactical improvements to the ground and clubhouse. The aim would be to treat this as a green initiative and task the Green Forum with putting together proposals for the following key areas:

- **Insulation of the clubhouse roof and other energy saving measures** – it was agreed that we should get an Energy Performance Certificate (EPC) assessment carried out to ensure that we were focussing on the remedial activities that would provide the greatest benefits.
- **Redecorating the changing room showers and gents' toilets** – particular attention should be paid to ensuring any new facilities were eco-friendly and sustainable.
- **Irrigation of the outfield** – as noted in 3.6 above, we should ascertain what funding options were available through the Climate Action Fund to help pay for this.

Action SE to research companies/options for carrying out an EPC assessment of the Overton Drive clubhouse.

Action SE/JEG to progress the refurbishment of the showers and gents' toilets at Overton Drive.

Action MPI to contact the landlords to ask whether they would cover the cost of an EPC assessment for Overton Drive.

Action Green Forum to investigate options for outfield irrigation improvements and potential Climate Action Fund grants.

7.0 Treasurer's Report

7.1 Mark Bentley went through the draft club accounts for the year ending 30th September 2022. This document had been circulated to Management Committee members prior to this meeting. Key points to note were:

- 1) We had effectively broken even this financial year despite the resurgence of Covid in December 2021, which had impacted our ability to rent out the clubhouse over the winter months.
- 2) Bar takings had increased by around 40% in comparison to the previous year thanks to an uninterrupted summer accompanied by excellent weather. This had been offset by a corresponding increase in bar costs as a result of the additional sales and the staff needed to support these.
- 3) Match fees had gone up significantly (nearly 75%). This was due to the fact that in the previous year match fees were shown net of the cost of

teas. In 2022 the cost of teas was included in Match Expenses, which was one of the reasons for increased Match Expenses.

- 4) Ground and pavilion hire were up by more than 150% now that things were back to normal.
- 5) Additional coaching and equipment costs as well as extra competition entrance fees had resulted in juniors expenses increasing threefold in 2022.
- 6) Heat and light expenditure had doubled, primarily due to energy price increases.

The finalised version of the accounts would be circulated prior to the next Management Committee meeting in late January 2023.

Action MB/MPI to make any further amendments required to the club accounts and circulate the finalised version prior to the next Management Committee meeting.

8.0 Bars

- 8.1 The gross bar sales figures for 1st September to 30th November were £24,700 compared to £20,000 for the same period in the previous year.
- 8.2 A new trade agreement had been agreed with Greene King. Punk IPA was going to be replaced now by Camden Hells Pale Ale.

9.0 Facilities

9.1 Overton Drive – ground

Work on the square had been completed on schedule. Scarification and re-seeding of the outfield would be done in early 2023 once the drainage improvements had been completed.

9.2 Nutter Lane – ground

We were still waiting for Total Play to confirm a date for installation of the new artificial pitch that we had ordered.

10.0 Social

- 10.1 Overton Drive had been booked for every weekend until the end of the year.
- 10.2 The club tour to Kenya was extremely successful. Everyone involved was highly complimentary about all aspects of the tour.

Once again, the Management Committee would like to thank Arfan Akram for the outstanding job he had done in organising the tour and ensuring it was so enjoyable and worthwhile.

A Fundraising Coffee Morning had been organised for Saturday 3rd December and this successfully raised nearly £500 for the fund that has been set up to refurbish the library at Kabiro School, Nairobi. In addition to this, Scott

Emmons had set up a gofundme page where people could donate online to this very worthy cause. So far more than £5,000 had been donated online.

We planned to keep up-in touch with the school to follow their progress in the coming years and intended to raise money for them on a regular basis in future.

The club was also looking to get involved with the Bat for a Chance charity to facilitate the provision of cricket equipment to underprivileged children in both the UK and overseas.

The Management Committee would like to thank all members who had contributed to this cause at the coffee morning or via the gofundme page.

11.0 Safeguarding

11.1 Niru Williams circulated a safeguarding status update to Management Committee members prior to the meeting. This report provided details on 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 been carried out. Currently we had 80 active volunteers on the register.
- ii. **Clubmark** – Graham Jelley, the Essex Cricket Development Manager, recently confirmed that the county had received information from the ECB that there would be no Clubmark next year. However, the SafeHands Management System (SHMS) would continue to be used. Essex planned to attend a couple of workshops for clarification, following which they would inform clubs of the details of the scheme for 2023.

Graham reiterated the importance of the ECB Anti-Discrimination Code and stressed once more that we must formally adopt this Code in our club constitution. In the minutes of the last meeting we had documented the prescribed wording change that we would make to the constitution. This amendment would be included in the AGM 2023 agenda for approval at the club AGM in March next year.

We had now been issued with our Clubmark certificate from the ECB. This would be displayed at Overton Drive and Nutter Lane.

- iii. **Coaching courses** – Essex were currently running a number of coaching courses from November 2022 to April 2023. Niru had forwarded details of the courses to 6 coaches identified by Jon Gritten as not currently holding a coaching qualification. She had urged them to book a place on one of these courses. To date, five have enrolled and one coach had completed the recommended course.

- iv. **Kenya tour, risk assessment** – Len Enoch had commissioned a survey of the Kenya tour by Sumbul Siddiqui. Whilst participants had been generally satisfied with the risk management and considered it to be quite comprehensive, they did raise a couple of issues. The first was in relation to prior knowledge of security checks on the train stations to avoid the situation with alcohol and smoking/vapour. The second point was that the risk assessment should have flagged up certain activities such as the balloon ride as this activity was subject to specific safety declarations. There seemed to be far less emphasis now on risk assessment, but we should not neglect our responsibilities here. Len Enoch had been asked to review and, where necessary, update the RA documentation which was published on our website.
- v. **Equality, Diversity & Inclusion (EDI)** – this was covered under a separate agenda item (see under EDI Protocols in 12 below).
- vi. **Reported concerns/accidents** – no items to report.

12.0 EDI Protocols

The club's EDI Protocol would require input from our three appointed EDI advisers and approval from both the Management Committee and Essex. We expected the ECB to publish EDI requirements for recreational cricket clubs by the end of December this year. These requirements would define how clubs should manage the process and not the rules themselves, which were numerous and constantly under revision. Len Enoch recommended that the Volunteering Steering Group (VSG) should be responsible for managing any EDI issues. Status reports would be published to the Management Committee to coincide with the quarterly meetings.

The proposal was for the EDI advisors to meet with Management Committee members at the end of January next year. We aim would be to consider in principle the draft protocol at this meeting. Any proposed changes would be incorporated into a final version that would be submitted for approval at our Management Committee meeting in April/May.

13.0 Feedback from Sports Subcommittee

13.1 The Sports Subcommittee met on the 18th September. Minutes were circulated to Management Committee members prior to this meeting.

13.2 Martin Pluck noted that 2 new clubs, Hawks and London Eagles had joined the Essex League.

There would be some minor changes to adult team captains and vice-captains for next season.

There was every likelihood that we would have a second women's team in the 2023 season.

14.0 Any Other Business

None.

15.0 Date of next meeting

15.1 The next meeting would take place in the week beginning 23rd January 2023.
The exact date would be confirmed in due course.