



WANSTEAD & SNARESBROOK CRICKET CLUB (incorporating Snaresbrook Football Club)

Minutes of the Management Committee Meeting held on
Wednesday 21st September 2022 @ 8:00pm

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

1.0 Apologies for absence

Arfan Akram (AA), Niru Williams (NW).

2.0 Minutes of previous meeting

2.1 The minutes of the previous Management Committee meeting on Wednesday 15th June 2022 were agreed as true and accurate records of proceedings, pending one small change to the wording in the Bars section.

3.0 Actions from the previous meeting

3.1 *Obtain 2 quotes for the work needed to provide interim improvements to the men's toilets and showers at Overton Drive (JEG) – JEG had been in touch with City Plumbing and had arranged a follow-up meeting to discuss an indicative quote. Mani and Sam Velani had carried out some minor updates, including lighting improvements.*

3.2 *Prepare a note to be circulated to local partners regarding the Green Heron Forum plans (LE) – completed.*

3.3 *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 (LE) – Len had circulated a note as agreed. Jim Coker and Peter May would join the Social Committee and liaise with junior members. Len continued to work with them on encouraging other members to join.*

3.4 *Check if Wanstead Play Cricket and Hitscricket could be linked to facilitate the timely update of match results on the club website (MPI) – Martin had confirmed that, unfortunately, this would only work if Play Cricket Scorer Pro (PCS Pro) was used to score matches. This was not a realistic option for a lot of the games.*

3.5 *Send Len Encoch's Green Heron Forum note to the landlords for circulation to local partners (MPI) – completed. There had been no responses to this so far.*

3.6 *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 (MPI) – this was an extremely successful project. The tea bar was now open again and being*

actively used on Friday evenings and Sunday mornings. The cost for the refurbishment was £1,000. *Special thanks must go to Jim Coker and Peter May for all their efforts to get this up and running and thanks also to Martin Harvey and Fayyaz for their important contributions.*

- 3.7 *Liaise with Sohail Ahmed regarding the set-up of contacts that are accessed via the club website (MPi) – completed.*
- 3.8 *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 (MPi) – ongoing (see 3.10 below).*
- 3.9 *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 (MPi) – ongoing (see 3.10 below).*
- 3.10 *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 (NW) – ongoing. The club was looking to engage a new Communications Officer and in early October Len Enoch and Matloob Piracha would be meeting with a candidate they hoped to recruit for this role. Len had also found a volunteer to carry out updates to the content on the club’s website.*

4.0 Development Report Progress

4.1 Volunteer recruitment

This continued to go well. As noted above under 3.10, an important current initiative was the recruitment of a Communications Officer to help define and drive the club’s communication strategy. In addition, we were looking to engage a volunteer to carry out updates to the content that appeared on the club’s website.

4.2 Development Report (2023-2027)

It was still early days here. Work was underway to put a team together to interview club members and elicit their feedback for input into the report. The first draft of the report was planned for April 2023 with the final version to be published in September 2023.

4.2 Jack Petchey Grants

The administration of the Jack Petchey Grant process was now running smoothly and teething problems with regards to equipment purchasing appeared to have been ironed out.

5.0 Green Heron Forum

- 5.1 Good progress had been made on this and a team was now in place to progress this important initiative. Details of the Green Heron Forum were now on the website. Other points to note:

- Ronnie Finch, the owner of The Duke in Wanstead was very interested in what we were doing and had asked if he could get involved. He had a lot of relevant experience that could prove extremely useful in several areas.
- Mani and Sam Velani had put in energy efficient lighting in the Overton Drive clubhouse and bar area.
- There were concerns regarding the high heating levels in the clubhouse at Overton Drive. Martin Pluck had adjusted the thermostat and we were assessing the possibility of using a smart thermostat such as Hive to manage the heating better. However, this might not be viable due to compatibility issues with the boiler we currently had in place.
- Len Enoch was looking to work with the waste management company Veolia on a wastewater management initiative

6.0 Fundraising

6.1 Grants

As noted in the previous meeting, we had received a grant of £1,000 from the ECB Inspired to Play grant scheme. This was used to support the tape ball league and to contribute towards the costs of the Wanstead Women and Girls Softball cricket festival on Thursday 7th July. The latter event was extremely successful.

6.2 Sponsor

A new main sponsorship agreement had been agreed to take effect from 1st January 2023. This was with Bradley & Co, a company that specialised in Management Consultancy and Facilities Management Support. The terms of the agreement were the same as those in place with Keatons. The new sponsor would pay for the replacement signs on the clubhouse and by the groundsman's shed/tea hut. 1st XI clothing (white shirts, training kit and T20 kit) would be sponsored and the official polo shirts for the upcoming tour to Kenya would include the Bradley & Co logo.

The Management Committee would like to thank Keatons for their generous sponsorship over many years.

Action MPI to 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.

6.3 Project Heron – third phase

Since the last meeting there had been meetings with the 3 companies identified as potential partners for the clubhouse refurbishment work. We had received quotes from V.Page Building Services (£586k) and Ellicott Construction (£297k). The quote from Summit Group Building Company was still outstanding and Martin Pluck was following up with them on this. It was important to note that the quotes received to date were indicative figures and were likely to change. This was especially true of the Ellicott figure, which was lower than we would expect for a project such as this. Inflationary pressures and consequent rises in

material and labour costs meant that there was a real risk of a significant increase in these numbers as we drew closer to the start date for the building work.

The high costs of the pavilion refurbishment meant that grants would be needed to help pay for this work. It was agreed that we should contact Funding 4 Sport, the consultancy that helped with the grant applications for Phase 1 of Project Heron (the new nets) to gain a better understanding of the current grant landscape and what the likelihood was of our getting grant money for this project. Areas for further investigation should include grants from waste management companies such as Biffa and Veolia.

Action MB to contact Richard Sutcliffe of Funding 4 Sport to discuss the likely availability of grants to pay for Phase 3 of Project Heron.

When applying for any grants an important consideration was the deadline date of 7th May 2024 as planning permission stipulated that work on the pavilion refurbishment must start by then.

7.0 Treasurer's Report

- 7.1 At the end of the season cash reserves in the bank were effectively what they had been at the start of the year. Resilient membership levels, efficient collection of match fees and strong bar takings over the summer were offset by ongoing Covid-related challenges during the winter and increasing costs for many key items, including energy and insurance. This highlighted the need to make further savings where possible whilst at the same time identifying opportunities for additional income.
- 7.2 Overton Drive was already booked for nearly all Friday and Saturday nights until the end of the year. This was an important source of income for the club, which had been significantly curtailed as the result of the Covid scare the previous winter.

Action MB to put together a draft set of accounts and associated financial report for review at the next Management Committee meeting in December.

8.0 Bars

- 8.1 The gross bar figures for April to mid-September were £89,000. This compared favourably with a figure of £75,000 for the same period in 2021. There were several successful events at the club that had contributed to this increase in takings.
- 8.2 Next summer we planned to look at the feasibility of opening the bar on a consistent basis on Monday and Thursday evenings when training was taking place.
- 8.3 We were looking to agree a new Trade Agreement with Greene King. As a result, controlling costs and managing margins would be more straightforward.

The new Trade Agreement stipulated formal nomination of club contacts for orders and payments.

The Management Committee agreed the following Greene King contacts:

Order Contact Name: Nicola Rising
Payment Contact Name: Mark Bentley

9.0 Facilities

9.1 Insurance

The club's commercial insurance had been renewed. The premium had increased by 10% since last year. Our insurance costs continued to be impacted by the two claims that we had made following a break-in at Nutter Lane in 2019 and a water leak at Overton Drive in 2020. We would expect to see a reduction when we renewed in 2023.

9.2 Overton Drive – ground

The square had been renovated following work earlier in September. A pitch had been marked out for the upcoming charity football match on Sunday 25th September.

Problems still needed to be addressed with the drainage on the outfield in front of the pavilion. The cost for the remedial work would be £3,300.

The Management Committee approved the cost for the drainage renovation work required – Martin Pluck would give the groundsman the go-ahead to do this.

We would also need to get the outfield scarified and re-seeded in readiness for next season.

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

Joe Ellis-Grewal noted that he had heard of grants being available to clubs for upgrading their outfields. Precise details of these needed to be ascertained.

Action MPI to contact the Essex Cricket Development Manager, Graham Pryke, regarding grants available to cricket clubs for improving their outfields.

Action IEG to speak to contact he had at Bexley Cricket Club about outfield improvement grants available to recreational cricket clubs.

Action MB to 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.

9.3 **Nutter Lane – ground**

Work on the square had been completed.

The club had successfully applied for a grant to put in an artificial strip at Nutter Lane. Martin Pluck had signed a contract with Total Play to carry the work on this over the winter. The cost would be £10,000, which was covered by the grant.

9.4 **Overton Drive – Playgroup**

Martin Pluck had been talking to the Playgroup about their energy usage in the context of the recent upsurge in energy costs. It might be necessary to increase the charge for their use of the Overton Drive clubhouse.

10.0 **Social**

10.1 The annual Cricket Week at the beginning of August went very well. Niki Rising's idea of hosting a Comedy Night on the Wednesday had proved to be highly successful with all tickets being sold. We were planning to put on further events of this nature over the winter. The Social Committee was also looking to run a pre-season Ball next spring.

10.2 A charity football match to raise money for Haven House would take place at Overton Drive on Sunday 25th September.

10.3 The club tour to Kenya, originally planned for 2020, was set to go ahead in October. A key objective of this would be to support the East Africa Character Development Trust (EACDF), which aimed to transform the lives of thousands of disadvantaged young Africans through sport and education. Len Enoch had carried a formal Risk Assessment for this trip.

The Management Committee would like to thank Arfan Akram for the outstanding job he had done in organising the Kenya trip.

11.0 **Safeguarding**

13.1 Niru Williams was unable to attend the meeting in person but had provided a safeguarding status update that had been circulated 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** – following a review of our ECB Clubmark online application, our re-accreditation was confirmed on 1st July for the 2022 season.

Clubmark showed the club was safe, family friendly and well organised and it was crucial for us to retain this status. Details of the 2023 scheme would be communicated by the end of the year. The ECB was unable to provide a Clubmark certificate at this time as they were currently in the process of changing their branding. We expected to receive the certificate shortly.

- iii. **Safeguarding Team** – the club noticeboard now displayed photographs of the Safeguarding Team. The team worked on a rota basis and had enabled smooth junior registration on Thursday and Friday evenings. Niru had thanked the team, on behalf of the Management Committee, for their support throughout the season.
- iv. **ECB Foundation I course** – we had been advised by the ECB that all coaches must hold a coaching qualification. Jon Gritten, Head of Junior Cricket, had identified 10 coaches/managers and had encouraged them to sign up for the F1 course.
- v. **Equality, Diversity & Inclusion (EDI)** – we had appointed 3 EDI advisers (Maryam Mir, Hasnain Naeem and Serana Mahandru). See agenda item 11 below for further details on the club's EDI Protocols.
- vi. **Medical conditions** – team captains were given access to medical conditions of juniors eligible for adult matches to ensure they were aware of any safeguarding needs. Niru would follow up with the captains to ascertain how this had worked.
- vii. **Snaresbrook FC** – as agreed in the last meeting, Paul Staniford (Snaresbrook FC Head of Football) had contacted the Essex FA to apply for a DBS for himself and the team managers. The FA advised him that a DBS check was only required for anyone working directly with children and young people under the age of 18. As Snaresbrook FC did not have any children under the of 18, DBS checks were not required. Paul did hold a DBS for his work at a school and had shown a copy of this to Niru. She advised him to inform her if Snaresbrook FC did take on anyone under 18 as the situation would then change.
- viii. **Reported concerns/accidents** – we had two safeguarding cases this summer, one of which was particularly sensitive. Both were dealt with promptly and with appropriate input by relevant coaches/managers and Jon Gritten. We had had 2 minor accidents recorded in our accident book since our last Management Committee meeting.

The Management Committee would like to thank Niru for the exceptional job she done this year as Club Safeguarding Officer, especially her commitment to ensuring that the Clubmark accreditation was completed on time.

12.0 EDI Protocols

Len Enoch had recently circulated 2 draft EDI Protocols, which would be complementary and operate alongside our existing Safeguarding Policy. The

Management Committee approved the work done on these to date, noting that they were still regarded as Provisional Protocols pending incorporation of feedback from County, cross referencing from Safeguarding papers and final approval by the Management Committee in conjunction with our EDI advisors.

Recognising the importance of the club's responsibility regarding EDI, a special Management Committee meeting would be convened to formally approve the protocol documents and enable the EDI advisors to provide the Committee members with any necessary training in relation to these protocols.

13.0 Feedback from Sports Subcommittee

The Sports Subcommittee was due to meet on the 26th September. Minutes of this meeting would be circulated at a later date.

14.0 Any Other Business

14.1 Len Enoch was currently working on an initiative that would enable members of the junior section to have a more formal say in the club's affairs. This would take the form of a forum where they could voice their views. Len would work on setting this up.

15.0 Date of next meeting

15.1 The next meeting would take place in December. The date would be confirmed in due course.