



WANSTEAD & SNARESBROOK CRICKET CLUB

Minutes of the Management Committee Meeting held on Monday 8th February 2021 @ 8:00pm

Present: M. Pluck (MPI), N. Hutchings (NH), L. Enoch (LE), Arfan Akram (AA), S. Emmons (SE), M. Piracha (MPi), J. Ellis-Grewal (JEG), M. Bentley (MB), T. Hebden (TH), S. Andrews (SA).

1.0 Apologies for absence

None

2.0 Minutes of previous meeting

3.1 The minutes of the previous Management Committee meeting on Monday 14th December 2020 were agreed as a true and accurate record of proceedings.

Action NH to publish a copy of the minutes of the previous Management Committee meeting on the club website.

3.0 Actions from the previous meeting

3.1 *Put together a discussion paper for the Accounting Review Group meeting following production of 2020 draft accounts early next year – completed.*

3.2 *Provide the final list of members of the Welfare Panel and Welfare Support Team – contact details for members of these teams would be displayed prominently on clubhouse notice boards.*

3.3 *Arrange the one-off meeting of the Accounting Review Group once the 2020 draft accounts had been produced early next year – completed.*

3.4 *Look at live streaming kit and training requirements – Nikunj Velani had been engaged to investigate the options for this. We had also talked to Colchester & East Essex CC about their experiences as they had been providing live streaming since last year. The following aspects of live streaming were discussed:*

- **Cost** – the kit required for this was expected to be between £2,000 and £3,000, depending upon the level of functionality we decided was necessary.
- **ECB discounts** – there were ECB approved options available at discounted prices.
- **Grants** – these were likely to be available to help fund this, but we should wait until we fully understood what the situation would be post-Covid before applying for any grants.
- **Guidelines** – the ECB Safeguarding team had put together something on this. We would need to add an approval to use video streaming on the junior registration form.

- 3.5 *Go ahead and order the slats needed for the Overton Drive sight screens – these repairs would be completed before the start of the season.*
- 3.6 *Send out an end of year message email to all club members and place the message on the club website – this had been done. There had been positive responses to this from several club members.*
- 3.7 *Finalise the press release announcing our partnership with CHP and ensure this was publicised on the club website – completed. The feedback on this initiative had been very good.*
- 3.8 *Put together the 2021 AGM Agenda for review and approval at the next Management Committee meeting on 8th February 2021 – completed.*
- 3.9 *Publish a copy of the minutes of the previous Management Committee meeting on the club website – completed.*

4.0 Development Report Progress

4.1 Volunteer recruitment

This continued to go very well. Jon Gritten had integrated seamlessly into the volunteer team as Head of Junior Cricket. A Volunteering section had been added to the club website.

4.2 Jack Petchey Grants

We were still waiting to receive the grant for £1,500 expected in January – this would cover the period January to June 2021. Len Enoch had received confirmation that this had been approved and would be available to us soon. The plan was to use some of this money to help pay for the sight screen slats and also to contribute towards cost of the live video streaming equipment. We would train up some of the junior members in the use of this equipment.

Action MPI to let LE know if we do not receive the January to June 2021 Jack Petchey grant money over the next few weeks.

The club had not yet spent all the grant money received for the period July to December 2020. This had been allocated and would be used for maintenance and renovation of the two bowling machines.

Action LE to update Jack Petchey regarding the allocation of the July to December 2020 grant money.

LE notified the Management Committee of his intention to step aside from his role as Jack Petchey Grant Administrator. The intention was to split this into 2 separate functions – grant administration and equipment procurement. Work was underway to recruit volunteers to take on these responsibilities.

5.0 Coronavirus update

- 5.1 The club had been shut since the last Management Committee meeting in December 2020. Martin Pluck had applied for additional lockdown grants and

a further 6 had been received since 11th December 2021. These amounted to £12,000 for Nutter Lane and just under £9,300 for Overton Drive. A proportion of the Nutter Lane grants was shared with Drummond Tennis Club (24.5%) and Wanstead Central Bowls Club (just under 7.75%). To date we had received a little under £44,400 from Redbridge to alleviate the severe impact of lockdown restrictions on the club's finances. Should the lockdown extend until mid-March, the earliest time we might be able to reopen, we would hope to receive further grants to the value of just over £13,600.

6.0 Fundraising

6.1 Project Heron – first phase

£2,900 remained unspent from the Sport England grant. This would help meet the cost of extending the fencing for an extra 30 to 40 metres from behind the nets to the bottom sightscreen.

6.2 Project Heron – next phase

Draft drawings for the further Overton Drive clubhouse refurbishment had been agreed and were included in a planning application submitted at the end of January. We had been informed that the application could not be progressed any further without an archaeological survey being carried out. This was a requirement that was introduced in 2016. The quotes we had received for this survey were more than £2,000. Since we only intended to increase the footprint of the building by 30 square metres, we were still looking to see if this survey requirement could be waived in this instance.

6.3 Keatons sponsorship – since the last meeting it had been confirmed that Keatons had renewed their sponsorship for a further year.

7.0 Treasurer's Report

7.1 Since the club had been closed since December 2020, whilst there some small incidental expenses, there was nothing significant to report since the last meeting. The Redbridge grants were covered under the **Coronavirus Update** in Section 5 above and the bar refurbishment initiative was included under **Bars** in Section 8. Lynn and John were still furloughed. A full financial update would be provided at the next meeting.

8.0 Bars

8.1 Bar Chairman's report

The bar had not opened since the last meeting – nothing to report.

8.2 Bar refurbishment

A significant transformation to the whole bar/lounge area had taken place over the last 2 months. This involved:

- refurbishment/extension of the bar area
- new sink area/glass cleaner

- new lighting in bar area and lounge. The electrics had been upgraded throughout clubhouse, including a new circuit board, and hidden speaker cables had been installed. There was an additional unforecast cost of £3,900 for this work but this was agreed to be money well spent.
- music speakers outside and speakers in bar/lounge and hall. These could potentially be used as a PA system.
- illuminated cornices in lounge. This work was done by Heritage & Plaster Services, who would be sponsoring an advertising board at Overton Drive.
- upgrading beer pipework
- repainting the lounge area
- re-siting the televisions

Other points to note:

- Lynn Rising was consulted throughout the refurbishment work to ensure all changes met with her approval
- During the refurbishment work some leaking pipes were discovered. These were promptly repaired.
The Management Committee would like to thank Fayyaz for the outstanding job he did in speedily replacing these pipes in addition to completing some gas pipework that was required.
- ADT had submitted a proposal for a new/replacement burglar alarm. The cost for installing a wireless system was £1,875 + VAT (£2,250 in total) plus an annual maintenance charge of £967 + VAT (£1,160 in total). This did not require a BT line. The combined annual service, maintenance and signalling cost for the existing system was £1,326 + VAT (a total of £1,591). The new alarm system would offer an annual saving of £431, inclusive of VAT.
- Both TV and music could now be fully controlled from behind the bar
- We needed to get a proper fire alarm system installed. For a suitable solution to be recommended we would need to commission a fire risk assessment, at the cost of £250 + VAT.
- Pavilion security – the current CCTV we have in place was far better than the previous system. However, the lighting in the car park was the constraining factor when it came to the quality of the pictures that could be obtained. Martin Pluck had spoken to the landlords about this and they had confirmed that they were looking to address this issue as part of the power feed enhancement work that they would be undertaking.

9.0 Facilities

9.1 Grounds

Work continued to take place on both grounds in preparation for the coming season.

10.0 Social

10.1 Nothing to report at this stage as the Covid situation was limiting what was possible regarding the hosting of social events. Following the tremendous success of the virtual race night in November, we would definitely consider arranging another one of these events later this year. The format of this would depend on what social distancing requirements were in place at the time.

11.0 Safeguarding

11.1 **Club Safeguarding Officer** – this replaced the previous Welfare Officer role.

11.2 **ECB Safeguarding regulations** – these were in the process of being changed and we were awaiting news from the ECB as to when the revised regulations would be available.

11.3 **Clubmark accreditation** – due to changes in this process we would need to complete a full Clubmark assessment this year.

11.4 **Safeguarding Policy Document** – following its completion this had now been published on the club website.

The Management Committee would like to thank Len Enoch, Matloob Piracha and Trevor Hebden for their excellent work on this.

Action MPI to send an email to all club members notifying them of the website changes regarding the **Welfare & Safeguarding** and **Volunteering** sections. This should include a link to the Safeguarding Policy document.

Phil Knappett, the County Safeguarding Officer for Essex Cricket, had reviewed the document and provided very positive feedback. One suggestion he had made was to add something regarding grooming, with a focus on terrorist radicalisation.

11.5 **Disclosure and Barring Service (DBS)** – DBS approvals had been challenging in an environment where socially distancing was required. The fact that this had to be done in conjunction with the County Safeguarding Officer had made the process particularly difficult.

11.6 **Personal Liability Insurance** – ECB had negotiated a deal with Howdens to offer this insurance to all clubs. This would be for one year only. Martin Pluck had applied for this for Wanstead.

12.0 Feedback from Sports Subcommittee

12.1 The Sports Subcommittee had not met since the last Management Committee meeting. The next meeting had been scheduled for Monday 15th February.

12.2 All fixtures for the upcoming season had been published although we still did not know when we would be able to resume outdoor activities. At this stage we were hoping to be able to complete a full season of fixtures, which would necessitate our commencing preparations in April.

13.0 AGM Agenda

13.1 The Committee report would be difficult to write this year as 2020 had been a positive year for the club despite the difficult prevailing circumstances. Care would be required to counterbalance the club's successes both on and off the field with the challenges facing recreational sports clubs and society at large during the Covid pandemic. That we were in a stronger position than anyone expected was testimony to the underlying strength and supportive ethos that prevailed throughout the club. Community links and a strong volunteer base were critical here. The efforts of Martin Pluck and Mark Bentley to steer the club through these choppy waters had been outstanding. It was important to note that, whilst we had achieved a significant surplus this year, this money would be fully reinvested in the club to further improve the facilities over the coming years.

It was important to encourage as many people as possible to attend this year's virtual AGM. To help achieve this the standard AGM would be supplemented with sessions on the bar refurbishment and the next phase of Project Heron

Action MPI/JEGS/MPI/MB/NH to join a Zoom meeting to go through the AGM Agenda and practise the bar refurbishment and Project Heron presentations.

Action JEGS to send out a practice session Zoom meeting invitation for Tuesday 16th February @ 8 pm.

Action MPI to send out the AGM Agenda to all club members via email. 2 weeks after this a punchier and more focussed communication would be sent out followed by periodic reminders leading up to the meeting.

Action MPI to print copies of AGM Agenda to be posted to social members.

Action NH to set up and print out labels for social members and drop off to John Pluck.

14.0 Any Other Business

14.1 Our thoughts were with Scott Emmons and family following the untimely passing of Alan Emmons.

14.2 Arfan Akram confirmed that the postponed tour to Kenya was still on schedule to go ahead in October 2021. He would provide a further update after meeting with the Travel Agent in March.

15.0 Date of next meeting

15.1 To be confirmed.