



# WANSTEAD & SNARESBROOK CRICKET CLUB (incorporating Snaresbrook Football Club)

Minutes of the Management Committee Meeting held on  
Thursday 22<sup>nd</sup> June 2023 @ 8:00pm

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

## 1.0 Apologies for absence

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

## 2.0 Minutes of previous meeting

- 2.1 The minutes of the previous Management Committee meeting on Tuesday 24<sup>th</sup> January 2023 and the AGM on Friday 31<sup>st</sup> March 2023 were agreed as true and accurate records of proceedings.

## 3.0 Actions from the previous meeting

- 3.1 *Contact the Essex County Cricket Club EDI trainer regarding EDI training for Wanstead (AA) – completed and meeting attended.*
- 3.2 *Investigate options for outfield irrigation improvements and potential Climate Action Fund grants (Green Forum) – see below under **Green Heron Forum**.*
- 3.3 *Obtain quotes for roof insulation and a new fire door (Green Forum) – completed.*
- 3.4 *Contact a scrap metal dealer to remove the old sponsor signs (MPI) – Martin Pluck contacted 6 companies about this. 5 of these showed no interest in taking away the signs and old sightscreens and the other company failed to turn up on the agreed date. We will get rid of these items ourselves using the skip that will be provided for the work required on the field bar/junior storage shed.*
- 3.5 *Contact landlords to understand what the situation is regarding supply of three-phase power at Overton Drive (MPI). To upgrade the electricity source for the Overton Drive pavilion was likely to be prohibitively expensive, although we would need to contact our energy supplier to confirm options and costs. Power to the juniors shed, nets etc. was also single phase. It should be noted that the golf club had requested quotes for upgrading to a three-phase supply as single phase was not really fit for purpose. Three-phase was really a prerequisite for charging electric vehicles as the charging time would be around 5 hours as opposed to 16 hours with a single-phase supply.*

**Action** SE/MB to contact club's energy supplier regarding costs and options for upgrading to three-phase energy power at Overton Drive.

- 3.6 *Contact the club's architect to see if he could recommend someone who could provide energy conservation advice (MPI) – we were still waiting for the architects to get back to us. **Carry forward.***

**Action** MPI to follow up with the club's architect to see if he could recommend someone who could provide energy conservation advice.

- 3.7 *Contact the club's insurance company to see if we were covered for the damage to the tea hut/equipment shed (MPI) – completed. Unfortunately, we were not covered for the damage to the juniors shed or to the Overton Drive clubhouse roof. Whilst the latter damage was regarded as normal wear, the insurance company did agree to contribute £1,332 to the cost of internal redecoration work.*

- 3.8 *Invite Niru Williams to the pre-season captains meeting to enable her to apprise them of the club's EDI Protocol (MPI) – completed. Niru spoke to the club captains as agreed.*

- 3.9 *Liaise with the Playgroup regarding the timing of the upcoming refurbishment work (MPI) – completed.*

- 3.10 *Send Niru Williams details of team captains and vice-captains when they have been finalised (MPI) – completed.*

- 3.11 *Send out email to all club members reminding them of the EDI directive and any potential issues associated with this (MPI) – completed prior to the AGM.*

- 3.12 *Committee Chairs to put together proposals for additional roles/participants and recommendations as to how their committees would be structured. Proposals to be circulated to Management Committee and reviewed/discussed at the next meeting – this was being actively progressed. Dan Parsons had joined the Social Subcommittee along with Peter May and John Croker. Jim was looking to get a representative from the Juniors involved. Jon Gritten, Head of Junior Cricket, had sent some proposals to Martin Pluck, which he would circulate to the Management Committee.*

**Action** MPI to circulate Jon Gritten's proposals to the Management Committee regarding committees set up to support specific events or activities.

#### **4.0 Playgroup Plans**

- 4.1 *Mark Bentley had met with Pam Foster, who runs the Overton Drive Playgroup (Lakeside Pre-School), to discuss rental arrangements and pricing constraints following the sharp increase in running costs that had been incurred by Wanstead Cricket Club over the last 2 years. An agreement was reached to increase the rent charged for using Overton Drive and to further review the rental arrangements in 12 months' time. The club was keen to*

continue supporting the Playgroup, which was an important community asset and had received an Outstanding Ofsted rating in April this year.

The management Committee would like to thank Mark Bentley for the work he had done on this.

## 5.0 Development Report Progress

### 5.1 Volunteer recruitment

Training had been given to Simbul Siddiqui and Helen Pattington to enable them to enter data onto the club website.

*The Management Committee would like to thank Simbul and Helen for all the work they had undertaken to ensure timely publication of the weekly match reports. These were a key input into the monthly Bradley & Co awards initiative.*

Len Enoch had identified a willing volunteer who was highly qualified to take on the role of Data Protection Officer.

**Action** LE to follow up on the Data Protection Officer appointment.

### 5.2 Development Report (2023-2027)

Matloob Piracha continued to work on this and hoped to have an early draft available soon.

## 6.0 Green Heron Forum

6.1 As part of our continued efforts to make the club greener we would no longer be using single-use plastic cups.

*The Management Committee would like to thank Giles Wilson of the Wanstead Bookshop for providing the reusable plastic cups now being used by the club.*

6.2 The next major ground initiative at Overton Drive would be to address the ongoing irrigation issues. The focus here would be on providing the necessary water via a borehole. We would need to invite companies to come in and discuss the best options available for this. We would also need to identify someone who could run this project.

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

**Action** MPI to contact Wanstead Golf Club to discuss the borehole irrigation facility they already had in place.

6.1 Other green initiatives were covered below under **Facilities** (10.3).

## 7.0 Fundraising

### 7.1 Jack Petchey

We had received £1,800 from Jack Petchey for the first 6 months of this year.

### 7.2 Centrica

One of our members, Sara Jafri, worked for Centrica, who had a scheme in place to provide financial help to community sports clubs that their employees were actively involved with. Thanks to this initiative we had received a grant of £1,035 towards the cost of junior cricket balls.

*The Management Committee would like to thank Sara Jafri for making this generous Centrica funding available to the club.*

## 8.0 Treasurer's Report

8.1 As noted below under **Facilities** (10.3), expenditure levels had been high this year as a result of the significant amount of refurbishment work required at Overton Drive. These undertakings were key to the future sustainability of the club. Despite these outgoings, which were in the region of £75,000, effective management of the club's cash reserves meant that we expected to achieve an overall surplus this year. For the first time since Covid the bar income was forecast to exceed pre-Covid levels and whilst the overall financial outlook for the club remained positive, it was important to understand that targeted fund raising would be required to support any further capital expenses. We would also need to deal with the inflationary pressures that continued to impact the club's running costs.

**Action** **MB** to provide a formal financial forecast for the next Management Committee meeting.

## 9.0 Bars

- 9.1 Bar takings for the period January 2023 to date were up by around 20% in comparison to the same period last year.
- 9.2 We continued to review the features and functionality provided by our smart till to ensure we were running the bar as efficiently as possible. To this end, we had got a quote from the company that provides the smart till at the golf club. Whilst this delivered a state-of-the-art offering that would meet our needs, it was an extremely expensive solution. We were also exploring the best way to provide an additional till in the field bar as well as considering the option of enabling club members to load money onto their cards.

## 10.0 Facilities

### 10.1 Nutter Lane

Tony McGrath of Barkingside FC and Paul Staniford (Stan) were meeting on Saturday 24<sup>th</sup> June to discuss next steps regarding ground and pavilion

improvements at Nutter Lane. They would still be looking at potential FA grants to help fund these.

The cricket square has not been at its best in recent weeks as the roller had broken down. Thanks to Martin Pluck we had managed to secure a second-hand roller from Woodford Wells for £2,500. This worked well and was significantly cheaper than buying a new one.

#### 10.2 Overton Drive – general

It had been agreed that we would not be progressing Phase 2 of Project Heron due to lack of grants and the excessively high costs of carrying out any further extensive improvements to the Overton Drive pavilion. As a result, we aimed to use any surplus cash reserves to upgrade club facilities in an environmentally friendly and cost-effective manner.

#### 10.3 Overton Drive – clubhouse improvements

A new fire door had been installed along with a new ceiling and insulation. The hall had also been redecorated. The overall cost for this was £3,700.

*A big thank you to all club members who participated in the Good Friday working party that had been arranged to get all this work done along with preparing the ground for the new season. Special thanks go to Joe Ellis-Grewal for organising this and the Richardson family for all their hard work and expertise.*

The men's toilets and showers had been completely refurbished prior to the start of the season. Sustainability was a key objective when carrying out this work, which included installation of waterless urinals, motion sensor lights, sensor taps and a high performance, low energy consumption hand dryer. The overall cost of the much-needed refurbishment was just over £50,000. This was more than originally anticipated, mainly due to inflationary impacts on building costs and the unexpected need to install a new energy efficient gas boiler.

#### 10.4 Overton Drive – further work required

**New Juniors' shed/field bar** – the existing shed will need to be completely demolished and will be replaced with a container, which would cost £10,285 + VAT. Martin Harvey, Jim Croker and Peter May would knock the old shed down. Work on this would be done when there were no junior members on the ground.

**Action**      MPI to organise a large skip once the container delivery date had been agreed.

**New shutters on groundsman's shed** – this would cost £1,900.

**Store cupboard roof/guttering** – the roof needed to be replaced and the guttering upgraded. The cost for this would be £5,964 + VAT. This important remedial work would be done during the school summer holidays or at the October half-term.

## 11.0 Social

11.1 The recent games night at Overton Drive had been very successful. There had also been a quiz night on Saturday 17<sup>th</sup> June.

11.2 Cricket Week would start on Monday 31<sup>st</sup> July. The proposed schedule was as follows:

Mon 31 <sup>st</sup> July	10am:	junior cricket tournament (Overton Drive) U11s/U12s/U13s
	2:30pm:	younger juniors day (Nutter Lane)
	Evening:	Animal Magic
Tues 1 <sup>st</sup> August	5pm:	U14s vs Buckhurst Hill (Cox & Kings T20)
	Evening:	Bingo
Wed 2 <sup>nd</sup> August	1pm:	Adult Match vs King's Hill CC (40 overs)
	Evening:	Comedy Night
Thurs 3 <sup>rd</sup> August	Afternoon:	Slow Coaches
	Evening:	BBQ and entertainment
Fri 4 <sup>th</sup> August	10am:	President's 6-aside tournament
	Evening:	Party

## 12.0 Equality, Diversity & Inclusion (EDI)

12.1 The club's EDI Protocol had been completed in readiness for the start of the season and had been published under the Safeguarding section on the club website.

12.2 The Protocol had defined the term 'Participant', which included non-members who visited the club. The Members and Family Charters would need to be updated to include a reference to Equality, Diversity & Inclusion. In addition, it was proposed that a Visitors and Non-Members Charter should be produced. The Management Committee agreed that Len should draft the Charter changes for approval by the VSG.

**Action** LE to draft EDI-related code of conduct changes to the Members and Family Charters. He would also put together a Visitors and Non-Members Charter. These changes would need to be approved by the VSG.

12.3 There were discussions as to how the club could ensure visitors adhered to our EDI requirements. The only reasonable approach would be to ensure that any visitors to the club were fully aware of the club's EDI ethos. This would entail producing clearly worded notices for display in appropriate locations at both Nutter Lane and Overton Drive.

**Action** LE to draft a non-member participant EDI notice for display at Nutter Lane and Overton Drive. This would need to be approved by the VSG.

12.4 A 30-minute online EDI course was now available. Completion of this was mandatory for all club officials and captains.

## 13.0 Safeguarding

- 13.1 Niru Williams had offered her apologies as she was unable to attend the meeting in person. Her safeguarding status update had been circulated to Management Committee members prior to the meeting. This report had been put together with input from Len Enoch, Jon Gritten (Head of Junior Cricket) and Martin Pluck and provided details on the 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 also been carried out. Currently we had 83 active volunteers on the register with 7 DBS checks currently in progress and 1 still to be approved.
  - ii. **Clubmark** – our requirements for Clubmark had been met apart from the status of one our volunteers. This was because their DBS application was still ‘in progress’ and was therefore showing as ‘incomplete’ on Safe Hands. Unfortunately, some police checks took longer to process so our status would not be compliant for Clubmark until the DBS had been approved. Martin Pluck was aware of this situation, and we would take appropriate action if the DBS did not come through soon
  - iii. **Coaching courses** – Essex CC ran an in-person support-coach course earlier this month. This was attended by 13 new Wanstead volunteers, 12 of whom wished to proceed to become coaches at the club. They were now required to finish an online module to fully complete the course. Niru had initiated a DBS for these volunteers and would advise Jon Gritten when all checks were complete so they could start coaching.
  - iv. **Safeguarding courses** – the ECB now ran online safeguarding training aimed at specific roles. These have replaced their in-person courses. Niru had sent the link to this for all those who have been identified as needing to complete this training. She had urged them to do so and to send her their certificate on completion so that our register could be updated.
  - v. **Anti-discrimination training** – the ECB was keen to ensure that all club volunteers had a good awareness and understanding of the ECB Anti-Discrimination Code and had put together a short online training module. This had been sent to all volunteers asking them to complete the training and to advise Niru once they had done so that she could update the club register.
  - vi. **First-aid training** – 12 people attended first-aid training in April. This was provided by Complete First Aid, who we used last year. The feedback from all who attended was overwhelmingly positive.



All volunteers had been sent information about the new ECB guidelines on concussion for recreational sport and a YouTube video on how to use an EpiPen.

- vii. **Junior registration for Thursday and Friday training sessions** – the season had started smoothly but unfortunately, despite Len Enoch’s efforts to get more people involved, we had not been able to recruit additional volunteers to help with the registration. In fact, we had fewer people available than last year, which had placed a bigger onus on Niru to cover more sessions on her own. Ideally, we needed at least 2 people for this activity as there were always several queries that cropped up each week, particularly at the start of the season when juniors needed to be escorted to their allocated group.

A few juniors were still showing as not registered. Stuart Phillips was following up on this.

It was also worth considering how we best to manage Friday evenings. During Covid, we had additional volunteers in hi-viz jackets to ensure rules were followed. It was worth considering something similar because, despite our best efforts, we still had young, unaccompanied children wandering into potentially dangerous areas without their parents knowing where they were. There were other areas of concern and Niru had spoken to Martin Pluck about these issues and elicited the support of Trevor Hebden and Len Enoch, who had volunteered to be part of the Safeguarding Team. They would act as the ‘eyes and ears’ for the club and would patrol the ground on Friday evenings. Martin Pluck had agreed to purchase customised, sponsored Bradley & Co polo shirts for members of the Safeguarding Team. To enable them to be easily identified by club members and parents these shirts would have the wording ‘Safeguarding Team’ on the back.

<b>Action</b>	<b>LE</b> to get names and sizes of Safeguarding Team members for customised Bradley & Co polo shirts.
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- viii. **Noticeboard and safeguarding posters** – the noticeboard had been updated with contact information about the current Safeguarding Team along with useful numbers. Safeguarding posters with details of whom to contact had been put up in all toilets at Overton drive and Nutter Lane. These encouraged members to come forward if they had any concerns.
- ix. **Equality, Diversity & Inclusion (EDI)** – Len Enoch provided a status update on EDI (see above under **EDI**).
- x. **Reported concerns/accidents** – no items to report.
- xi. **Risk Assessment Report** – Len Enoch’s update had been circulated to Management Committee members prior to the meeting. Two key conclusions were highlighted:



- Remedial work in relation to any RA issues identified was carried out prior to the beginning of the outdoor season and this provided the necessary confidence to proceed with the new season.
- All managers, coaches and team captains must be made aware of the need for an observed Risk Assessment prior to, during and shortly after every activity. It was suggested that Martin Pluck reminded our captains, managers and coaches of this requirement.

The report also noted that, whilst the Nutter Lane clubhouse needed considerable attention there was no reason to believe that the structure posed an injury risk.

**Action**      MPI/LE to draft a note for circulation to all captains and managers at the beginning of next season reminding them of the need to carry out a basic Risk Assessment prior to every game.

#### **14.0    Feedback from Sports Subcommittee**

14.1    No update.

#### **15.0    Any Other Business**

15.1    None

#### **16.0    Date of next meeting**

16.1    Date to be agreed.