



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

Minutes of the Management Committee Meeting held on  
Tuesday 24<sup>th</sup> January 2023 @ 8:00pm

**Present:** M. Pluck (MPI), N. Hutchings (NH), L. Enoch (LE), J. Ellis-Grewal (JEG),  
M. Bentley (MB), S. Emmons (SE), Niru Williams (NW), Hasnain Naeem.

### 1.0 Apologies for absence

Arfan Akram (AA), M. Piracha (MPi).

### 2.0 Minutes of previous meeting

2.1 The minutes of the previous Management Committee meeting on Wednesday 6<sup>th</sup> December 2022 were agreed as a true and accurate record of proceedings.

### 3.0 EDI Protocol

- 3.1 Hasnain Naeem, one of the club's 3 EDI Advisors, attended the meeting at the invitation of the Management Committee. The other 2 Advisors, Serena Mahandru and Maryam Mir were unable to attend and had sent their apologies.
- 3.2 Len Enoch provided context on the ECB's EDI Policy and the proposed protocol that the club were working on to manage the policy at Wanstead. The aim was to have the EDI Protocol finalised in time for the start of the 2023 season. The Management Committee would need to formally approve this prior to publication. Len introduced Hasnain and also provided relevant background on Serena and Maryam. All 3 had experience and skills that were very relevant to their roles as club EDI Advisors. Contact with them would be through the Volunteering Steering Group (VSG) – primarily Len in this instance – but the Advisors had access to the full Management Committee if there was anything they wished to discuss or any issues they wanted to raise.

Len noted that Wanstead played more cricket than most other clubs and that we were a community club. He highlighted the fact that, whilst our awareness and procedures would address our EDI responsibilities, we needed to be aware that our size and role in the community made us vulnerable to any shortfalls in standards that might occasionally arise. Careful management of communications was essential. Participants required to adhere to the protocol requirements would include families, staff, contractors, sponsors and guests/opponents in addition to our players and officials.

The importance of EDI related training was emphasised. The upcoming AGM on Friday 31<sup>st</sup> March provided a good opportunity to bring this EDI initiative to the notice of club members who would be able to attend the AGM in person or via a Zoom call. As well as the formal AGM itself there would be a short presentation by the Club Safeguarding Officer on key Safeguarding and EDI topics. Details of a subsequent EDI webinar would be announced. Attendance at this was mandatory for Management Committee members, other senior club officers and captains, managers and coaches. All other participants would be encouraged to attend.

**Action**     **AA** to contact the Essex County Cricket Club EDI trainer regarding EDI training for Wanstead.

**Action**     **MPI** to invite Niru Williams to the pre-season captains meeting to enable her to apprise them of the club’s EDI Protocol.

**Action**     **MPI** to send out email to all club members reminding them of the EDI directive and any potential issues associated with this.

#### **4.0     Actions from the previous meeting**

4.1     *Investigate options for outfield irrigation improvements and potential Climate Action Fund grants (Green Forum) – **carried forward.***

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

4.2     *Speak to contact he had at Bexley Cricket Club to discuss how they funded their irrigation system improvements (JEG) – completed. Bexley confirmed that the grant funding they received was no longer available.*

4.3     *Make any further amendments required to the club accounts and circulate the finalised version prior to the next Management Committee meeting (MB/MPI) – completed.*

4.4     *Arrange a meeting with Ian Jordan and Joe Ellis-Grewal to discuss the options available to us for improving the outfield (MPI) – completed. See below under **Facilities** (10.4) for further details.*

4.5     *Contact the landlords to ask whether they would cover the cost of an EPC assessment for Overton Drive (MPI). The landlords were not obliged to help pay for this but were considering contributing towards the cost of the EPC assessment once we had received a quote for this. However, as noted below under **Facilities** (10.3), this may no longer be relevant.*

4.6     *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 (MPI) – completed.*

4.7     *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 (MPI)* – completed. See below under **Facilities** (10.1) for further details.

- 4.8 *Identify a small subset of club leavers to be interviewed for the Development Report (MPI) – carried forward.*

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

- 4.9 *Research companies/options for carrying out an EPC assessment of the Overton Drive clubhouse (SE) – see below under **Facilities** (10.3) for further details.*

- 4.10 *Progress the refurbishment of the showers and gents' toilets at Overton Drive (SE/JEG) – this was in hand. See below under **Facilities** (10.3) for further details.*

## 5.0 Development Report Progress

### 5.1 Volunteer recruitment

Nothing to report.

### 5.2 Development Report (2023-2027)

Some interviews were still outstanding. Ideally, we would like complete these by the end of February. To date, overall feedback from participants had been good.

### 5.2 Jack Petchey Grants

There were still some concerns that the administration of the Jack Petchey Grant process and the purchasing of equipment were not going as smoothly as had been expected. There were still requests for Len Enoch to be involved despite his having handed over his Jack Petchey responsibilities. This issue still needed to be addressed.

## 6.0 Green Heron Forum

- 6.1 No further updates than those covered below under **Facilities** (10.3).

## 7.0 Fundraising

### 7.1 Grants

We had received the £10,000 ECB grant for the non-turf pitch at Nutter Lane. Total Play would be installing the pitch but an installation date was yet to be confirmed.

### 7.2 Project Heron – third phase

The focus now was on green initiatives and short-term refurbishment work on the Overton Drive clubhouse. See under **Facilities** (10.3) below for further details.

## 8.0 Treasurer's Report

- 8.1 The accounts for the year ending 30<sup>th</sup> September 2022 had now been finalised. The club had made a small profit of £4,375. Copies of the Income & Expenditure Account and Balance Sheet were circulated to Management Committee members prior to this meeting and the final figures had been included in the 2023 AGM Agenda.

## 9.0 Bars

- 9.1 Our Greene King representative had changed. The Sales Development Manager now was Joe Murgia. Martin Pluck, Scott Emmons and Niki Rising would be meeting him for the first time tomorrow (25<sup>th</sup> January).
- 9.2 The gross bar sales figures for October to December were £22,000 compared to £16,000 for the same period in the previous year. Takings for January so far were £1,700 (£1,100 last year). These were lower than expected and it also looked as though February would be a quiet month.

**Action** SE to contact Addwells about getting a 'floating' terminal for use in the Boundary Bar at Overton Drive.

## 10.0 Facilities

### 10.1 Nutter Lane

Martin Pluck met with Tony McGrath of Barkingside FC and Paul Staniford (Stan) to discuss Football Foundation grant opportunities to help fund ground and pavilion improvements at Nutter Lane. Tony agreed to create an account on the Football Foundation's Pitchpower app. This would enable us to apply for a grant from the Grass Pitch Maintenance Fund to improve and sustain the pitch at Nutter Lane. Stan was producing drawings of the existing and proposed clubhouse floor plan with a view to applying for funding for improvements to the changing rooms/showers/toilets.

### 10.2 Overton Drive – general

Following the recent sponsorship deal, the sponsors signs would be replaced in the next couple of weeks.

**Action** MPI to contact a scrap metal dealer to remove the old sponsor signs.

There had been 2 major leaks in the roof at Overton Drive and Martin Pluck was arranging for someone to come in and investigate these. In addition, we needed to re-render the back wall of the storage cupboard as this was also leaking badly.

The shower pump in the boiler room also had a leak and has had to be closed down. This issue would be addressed when the showers were refurbished.

The ceiling in the tea hut/equipment shed had collapsed. A new roof was required, and the ceiling would need to be replastered. Martin Pluck would check to see if this was covered by our insurance policy. In the meantime, Jim Coker would get a quote for the repair work.

**Action** MPI to contact the club's insurance company to see if we were covered for the damage to the tea hut/equipment shed.

### 10.3 Overton Drive – clubhouse improvements

The men's toilets and showers would be completely refurbished. We expected to receive a quote for the work later this week and anticipated starting work during the February half term. In the spirit of the club's Green Forum initiative there would be a focus on environmentally friendly options when doing this work. To this end we planned to install:

- Waterless urinals
- Motion sensor lights
- Sensor taps
- High performance, low energy consumption hand dryer

**Action** MPI to liaise with the Playgroup regarding the timing of the upcoming refurbishment work.

Scott Emmons had spoken to several companies about an EPC assessment. At this stage, the consensus was that we would benefit from engaging an energy consultant rather than focussing on an EPC assessment as the latter would not provide the information and guidance that we needed. However, it was proving to be very difficult to identify a consultant to provide the advice that we required.

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

There were two clear issues that we needed to address in the short term – roof insulation and installation of a new fire door.

**Action** Green Forum to obtain quotes for roof insulation and a new fire door.

**Action** SE to arrange for Wi-Fi to be made available in the scorers' hut.

**Action** MPI to contact landlords to understand what the situation is regarding supply of three-phase power at Overton Drive.

### 10.4 Overton Drive – ground

As noted under Actions (4.2), Joe Ellis-Grewal had confirmed that the grant that Bexley CC used for their irrigation improvements was no longer available. The Green Forum would need to follow up on potential Climate Action Fund grants – see Actions (4.1) above.

We had recently received concerning news that our groundsman, Matt Grice, was leaving Jordans to take up the role of head groundsman at Beckenham CC. Martin Pluck would be meeting with Ian Jordan on Friday 27<sup>th</sup> January to discuss the options for replacing Matt, who had done an excellent job over the last few years and would not be easy to replace. The alternatives were:

- i. Continue with Jordans, who would provide the groundsman we required.
- ii. Identify another contract groundsman – this was by no means straightforward as contract groundsman were very scarce.
- iii. Employ our own groundsman directly along with any necessary equipment – this would be very expensive and would require us to find an appropriately qualified groundsman.
- iv. Identify a groundsman at another club who would have spare capacity to work on our grounds.
- v. Identify a club volunteer who would be able to assist a contracted groundsman. We would provide any necessary training.

Martin Pluck noted that the outfield would need to be scarified and reseeded. Adverse weather conditions had prevented any work being started on this.

## 11.0 Social

- 11.1 We were looking into acquiring a pool table and a table tennis table. A table tennis table would cost around £300 to purchase. There were 2 main options regarding a pool table – outright purchase (around £1,800) or hiring (around £90 per month, including maintenance). The plan would be to organise social events based around pool, table tennis and darts.

**Action** SE/JEG to investigate options/costs for acquiring pool and table tennis tables.

## 12.0 Safeguarding

- 12.1 Niru Williams circulated a safeguarding status update to Management Committee members prior to the meeting. This report had been put together with input from Len Enoch and Jon Gritten (Head of Junior Cricket) and provided details on the following key topics:
- i. **Safeguarding Team** – 3 members had left the team and 1 had joined since the last meeting.
  - ii. **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 82 active volunteers on the register. One DBS was currently in progress but there was no reason to doubt that it would be approved.

- iii. **Clubmark** – Niru would be uploading the club's current policies, minutes, constitution, development plan etc onto the Clubmark portal as required by the end of June 2023, although there had been no further communication from the ECB regarding details of the scheme for 2023.
- iv. **Coaching courses** – Essex were currently running a number of coaching courses between November 2022 and April 2023. Details of these had been forwarded to 6 coaches identified by Jon Gritten as not currently holding a coaching qualification. They had been encouraged to book a place on one of these courses. To date, 5 coaches had enrolled and 3 had completed the recommended course. One did not intend to enrol on a course as they did not plan to do any direct coaching.
- v. **Safeguarding courses** – Niru had identified 14 volunteers from our current safeguarding register who needed to attend this training. She would book the training once we had confirmed coaches, managers, captains, vice-captains and other volunteers for the forthcoming season.
- vi. **First-aid training** – Niru had identified 20 volunteers from our current safeguarding register who needed to attend this training. She would book the training once we had confirmed coaches, managers, captains, vice-captains and other volunteers for the forthcoming season.

<b>Action</b>	<b>MPI</b> to send Niru Williams details of team captains and vice-captains when they have been finalised.
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- vii. **Junior registration for Thursday and Friday training sessions** – we would need to recruit more volunteers for this role as we only had 5 volunteers returning this year (several with only limited availability). Niru would contact Len Enoch to advertise for additional volunteers.
- viii. **New members from other clubs** – a procedure had been agreed with Jon Gritten for new members joining from another club. Jon would pass details to Niru, who would write formally to the other club's Safeguarding Officer to ascertain if there were any safeguarding issues that we needed to be aware of or whether there were reasons why the player should not join us.
- ix. **Equality, Diversity & Inclusion (EDI)** – this was covered under a separate agenda item (see under **EDI Protocol** (3.0) above). It was understood that the ECB preferred clubs not to ask Safeguarding Officers to perform EDI roles, nor for there to be a separate EDI Officer. However, we must have procedures in place to handle EDI issues and, as noted above, Len Enoch had prepared a new protocol on this for consideration by the Management Committee. In practice, Niru would continue to work closely with Len on this, particularly should anyone want to talk to her in confidence as part of the club's 'troubleshooting' process.

- x. **Reported concerns/accidents** – no items to report.

**Action** NW to speak to Arfan Akram about EDI training.

### 13.0 Feedback from Sports Subcommittee

- 13.1 The outdoor cricket season would start on 15<sup>th</sup> April with home and away friendlies against Hampstead. Other dates of note were:
- Saturday 6<sup>th</sup> May – first league games.
  - Sunday 14<sup>th</sup> May – home draw in National Cup against Sunbury or Winchmore Hill
  - Monday 29<sup>th</sup> May – Dukes Essex Twenty20 Cup. We were hosting the Round 1 and Quarter Final games at Overton Drive. Wanstead were drawn against Fives & Heronians in the first game. The other 2 teams in our group were Buckhurst Hill and Loughton
  - Sunday 11<sup>th</sup> June – away to Sandwich Town in the Cricket Club Conference Cup.
- 13.2 It had been confirmed that we would have a second women's team this season. They would be playing in Division 2 of the Essex Women's Premier League.

### 14.0 AGM 2023 Agenda

- 14.1 The Management Committee were happy to approve the changes proposed to the Club Constitution. These related to the Safeguarding amendment that was minuted in the Management Committee meeting on 15<sup>th</sup> June 2022 to reflect the club's ongoing commitment to the ECB Safeguarding Policy and Anti-Discrimination Code. The full wording agreed by the Committee was:
- The club adopts any Safeguarding Policies or Guidelines that are made mandatory by its various sports' governing bodies. This includes adoption and implementation of the ECB Safe Hands – Cricket's Policy for Safeguarding Children and any future versions of the policy. In addition, the club will fully adopt the principles of the ECB Anti-Discrimination Code*
- 14.2 Burgeoning costs meant that we would reluctantly be recommending to members that subscription and match fees be increased for 2023. In comparison to other similar clubs, our subscriptions were towards the higher end, but match fees were on the low side. It was also important to note that we didn't charge junior members for coaching sessions as was the case for most other clubs. A minor change to the agenda wording was agreed to better reflect the level of subscription increases proposed.
- 14.3 The date of this year's AGM would be Friday 31<sup>st</sup> March to enable key participants to attend. For the first time this would be a 'hybrid' meeting that members could attend in person at Overton Drive or remotely via Zoom.



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**15.0 Any Other Business**

15.1 Joe Ellis-Grewal proposed that we expand club committees to encourage further volunteers. Committees that could benefit from increased participation included Junior committees supporting specific events or activities (Jon Gritten), the Social Subcommittee (Scott Emmons) and the Fundraising Subcommittee (Mark Bentley/Martin Pluck)

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**Action** Current 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.

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**16.0 Date of next meeting**

16.1 Date to be agreed.