

WANSTEAD & SNARES BROOK CRICKET CLUB

Minutes of the Management Committee Meeting held on Wednesday 27th August 2014 @ 8:00pm

Present: M. Pluck (Chair), C. Hurd, N. Hutchings, T. Hebden, L. Enoch, S. Andrews, J. Palmer, P. Staniford

1.0 Apologies for absence

Arfan Akram

2.0 Minutes of previous meeting

2.1 The minutes of the previous Management Committee Meeting (19th February 2014) and those of the 2014 Annual General Meeting (21st March 2014) were agreed as a true and accurate record of proceedings.

Action Nigel Hutchings to send a copy of the meeting minutes to Sanjay Batra for publication on the website.

3.0 Actions from the previous meeting

- 3.1 *Follow up with Mr Gakhal of Gak's Wines regarding the possibility of taking out an advertising board or other advert (club website or membership booklet) – unfortunately Gak's Wines had decided not to go ahead with these adverts or take out an advertising board.*
- 3.2 *Provide Chris Hurd with contact details for Mr Gakhal of Gak's Wines – see 3.1 above.*
- 3.3 *Continue efforts to find a replacement Welfare Officer (carried forward) – see under **Succession in the Junior Section Report** below*
- 3.4 *Ensure that the Club Development Plan meets the ECB criteria and is completed on schedule (carried forward) – the Club Development Plan had been published and feedback from club members who had seen it was very positive. Essex County Cricket Board and the ECB had received a copy but there had been no comment or response from them to date.*
- 3.5 *Meet with Graham Jelley to discuss and review the Club Development Plan and assess against the ECB criteria. Discuss training courses and potential funding of these – a meeting with Dan Feast and Graham Jelley had taken place but nothing had come from this, which was somewhat disappointing. The current focus was on Park and District Cricket and there was no concrete financial assistance forthcoming for accredited community cricket clubs.*
- 3.6 *Amend the minutes from the last meeting as necessary and send a copy of these to Sanjay Batra for publication on the website – completed.*

- 3.7 *Provide Sanjay Batra with details of the link to the Essex Olympian Football League website – Nigel Hutchings had provided the necessary links and Sanjay Batra had now included these on the club’s website.*
- 3.8 *Investigate if there is any information online regarding the FA initiative for promoting level 5/level 6 football clubs – this initiative was no longer appropriate for clubs such as Snaresbrook Football Club.*
- 3.9 *Liaise with Joe Palmer to ensure that he does not go ahead until the alternative metal framework quote for the sightscreen has been received and reviewed – the refurbishment work had been completed.*

The Management Committee would like to thank Joe Palmer Snr, Mani Velani and Sam Velani for the excellent job they had done on this.

- 3.10 *Continue to press Essex for clarification on the new coaching courses – despite their best efforts, Trevor Hebden and Len Enoch had still not received full clarification as to the policy regarding junior and senior level coaching qualifications and the transition from one to another. The only information forthcoming to date was the fact that prospective coaches would realistically have to complete a level 2 junior course and that it was possible to convert to a senior level qualification at extra cost. No details were available as to the course content other than the fact that it did not include a nets coaching component. Regardless of this lack of clarity, the club would have to go ahead and put 2 or 3 coaches through courses over the winter. The individuals involved would pay 50% of the cost of these courses.*
- 3.11 *Liaise with Paul Staniford on replacing the scoreboard electronics at Nutter Lane – see under **Grounds**, section 9.1, below.*
- 3.12 *Ensure sightscreen refurbishment work is completed before the season starts (carried forward) – see under 3.9 above.*
- 3.13 *Apply for a Cash 4 Clubs grant – Chris Hurd had done this but unfortunately there was no funding available from this source.*
- 3.14 *Complete switch of bank account from NatWest to Barclays – since a decision had been made to do this Barclays had announced that they intended to close their branch in Wanstead. NatWest was also reverting to providing free banking for groups such as Wanstead Cricket Club, so the club would keep their account with them.*

4.0 Club Development Report

- 4.1 The Management Committee endorsed the principal recommendations of the recently completed Club Development Report. These were:
- Consider plans to adopt a more financial focus; specifically to look for a principal club sponsor, to improve the appeal of food and beverage potential, and to arrange for the efficient supply of club clothing.
 - Progress plans for the refurbishment of the Overton Drive clubhouse and the fencing at Nutter Lane

- Continue to work with our county board and the ECB in promoting an improved climate for recreational cricket including a reduction in costly bureaucracy
- Identify options to engage members and supporters through various media.
- Develop a succession plan

To ensure that we continue to maintain the appropriate focus on implementing these implementations the conclusions and principal recommendations of the report should be attached to the agenda for all subsequent Management Committee Meetings.

As per these recommendations Joe Palmer Jnr and Scott Emmons were already actively using social media (primarily Twitter and Facebook) to publicise club events and activities. We should also give more prominence to the report and its principal recommendations on the club website.

The Management Committee would like to thank Len Enoch and the other members of the Club Development Plan Committee for the outstanding job they had done in producing this report.

Action Nigel Hutchings to ensure the Club Development Report summary of conclusions and principal recommendations is incorporated into all Management Committee meeting agendas.

Action Len Enoch to ask Sanjay Batra to ensure a reference to the Club Development Report and principal recommendations is prominently displayed on the club website.

5.0 Pavilion Refurbishment

- 5.1 Unfortunately, nothing tangible had been forthcoming with regard to the delivery of architectural plans for the refurbishment of the clubhouse at Overton Drive. An alternative approach was being explored and Martin Pluck was meeting with Darren Flight of ATP Architects on Tuesday 2nd September to discuss the club's requirements.

Action Martin Pluck to request a quotation from ATP Architects for drawing up plans for the Overton Drive clubhouse refurbishment

Due to the delays, no work on the clubhouse will now take place this winter. The new target date for work to take place on the clubhouse was the 2015-16 Christmas holiday period. At the stage, the intention was to relocate the kitchen and the ladies toilets and to renovate the main hall. We would also explore the options for overhauling the roof. As all refurbishment work would involve capital expenditure there was every chance we could get grants to contribute towards these costs.

As soon as the refurbishment plans were approved members would be notified and subsequently kept up-to-date as to any progress on the renovations.

6.0 Fund Raising

6.1 Grants

There were no outstanding grant applications.

6.2 Sponsorship

Martin Pluck was currently in discussions with two potential club sponsors for next year. Both prospects were promising.

7.0 Treasurer's Report

7.1 Statement of Accounts

From a financial perspective the club was in a better position than it had been for the past few years and there was every likelihood that it would break even, or possibly show a small profit, in the 2013-14 financial year. Thanks to the improved weather over the summer the bar income was up by around 10% on the previous year and this might improve further in light of upcoming events over the next month.

We needed to repair the fencing between the shed and hedge at Overton Drive. This was estimated to cost in the region of £4,500, of which the landlords would hopefully pay half. Some of the windows in the Nutter Lane clubhouse also needed replacing and the roof required repairs.

Action Paul Staniford to obtain a formal quote for the repair of the Nutter Lane clubhouse windows and roof and send it to Chris Hurd

Action Chris Hurd to talk to the Nutter Field landlords to see if they would be willing to contribute towards the costs of repairs to the Nutter Lane clubhouse windows and roof

8.0 Bars

8.1 Bar Chairman's report

The February 2014 and March 2014 bar takings were up significantly when compared to the same months in 2013. April-August had seen takings of £43,983 against £43,760 in the previous year. This did not include the last week of August so the differential was expected to be even greater.

Following the recent discovery of intruders at night at Overton Drive the police had recommended that we install a gate by the cattle grid to control access to the drive into the car park. This would deter trespassers and prevent vandalism and anti-social behaviour. Currently, the bar staff were reluctant to respond to any alarm call-outs due to the presence of these intruders, who frequently used the car park at nights. The practicality of having a locked gate across the drive needed to be assessed, as this would impact all users of the drive and car park at Overton Drive. We should also look into the possibility of installing security cameras in the drive and/or car park.

Action Paul Staniford to review potential locations for installing anti-intruder security cameras at Overton Drive

Action Chris Hurd to discuss with the landlords the police recommendations for installing a lockable gate across the drive into the car park at Overton Drive

9.0 Grounds

9.1 Overton Drive

We had been experiencing increasingly frequent problems with the electronic scoreboard. The club had asked Julian Spinks of Electronic Scoreboard Units Ltd (ESU) to recommend the best way to address these issues. He had proposed that we move to a new LED-style fascia that could be fitted into the existing scoreboard layout. At £2,800 this was the most cost effective solution as replacing the whole scoreboard fascia would cost considerably more (in the region of £10,000.) ESU would also fix the recurring issue we have with regard to the communications link between the scorers' hut and the scoreboard. The roof of the score box was also in very poor condition and the temporary fix to prevent leaks was unlikely be effective for much longer. This should be properly repaired at the same time as the score board was being replaced. ESU would liaise with Trevor Hebden, who would carry out these repairs. The plan was to do this work before Christmas.

Action Trevor Hebden to repair the roof of the Overton Drive score box. ESU would liaise with him to agree the timing for this work

The ground itself had been in outstanding condition during the early part of the season and for the first half of the season umpires had rated Overton Drive top out of all premier league grounds. The story for the second half of the season had been very different and the condition of the ground had deteriorated over the last two months. This was very unfortunate as Ian Jordan had done an outstanding job since we engaged his company several years ago to maintain both grounds.

Action Martin Pluck to meet with Ian Jordan to discuss the worsening condition of the ground at Overton Drive and to agree the winter maintenance programme

9.2 Nutter Lane Scoreboard

Julian Spinks of ESU was confident that he could address the problem with the scoreboard at Nutter Lane. This would necessitate replacing the scoreboard's electronic components to integrate a new operating console. Paul Staniford would need to be involved with any work required, as this would impact the referees' room.

10.0 Social

10.1 Social Events

Junior Cricket Week had been rearranged this year to coincide with the Spring half-term during the last week in May. The cricket was severely impacted by the bad weather during that week but despite this the evening events were well attended and the week was generally a success. The intention was to organise the Cricket Week for the same week in 2015 as attendance and player participation in mid-August was adversely impacted by family holidays.

The Adult Cricket Week had been very successful this year, especially the President's day on the Friday. The revamped Social Committee had definitely been instrumental in this success.

The Management Committee would like to record its thanks to Joe Palmer Snr, Joe Palmer Jnr, Scott Emmons and Nigel Baldwin for their efforts in ensuring that the social side of the Adult Cricket Week, especially the barbeques, went so well this year.

The Slow Coaches continued to go from strength to strength and the number of fixtures and the levels of participation were up again this year. Joe Palmer Snr and Bryan Clark had done an excellent job here.

The Alistair Cook Benefit Day had been arranged for Saturday 13th September. This would comprise a junior tournament in the morning followed by an afternoon T20 game against an Essex XI and a fund raising dinner in the evening. Around 220 people were expected to attend the dinner.

A Golf Day was had been organised for Friday 29th August.

Apart from those arranged during Adult Cricket Week, there had been several other very successful barbeques throughout the summer. Thanks were due again to the Social Committee for arranging these.

11.0 Safeguarding

11.1 Welfare Officer

Due to his other proposed commitments (see under **Junior Section Succession Planning** below) the Management Committee agreed that Bryan Clark's new responsibilities meant that it would be unrealistic to expect him to fulfil the role of Welfare Officer as well as that of Head of Junior Cricket.

The Management Committee approved the appointment of Trevor Hebden as Club Welfare and Compliance Officer pending his attending the Essex County Cricket Board/ECB approved Club Welfare Officer's course scheduled to take place during the week beginning 23rd September.

11.2 Club Inclusion and Diversity Policy

The club was in the process of renewing its Clubmark accreditation. To achieve certification formal endorsement of the overall standard and quality of junior coaching evenings was required. Graham Jelley of the Essex Country Cricket Board would be undertaking this review shortly. In addition, Trevor Hebden requested approval by the Management Committee to adopt a revised Inclusion and Diversity Policy.

The Management Committee were happy to approve the updated statement on Inclusion and Diversity and agreed that this should be included in the club's Child Protection and Welfare Policy document.

12.0 Cricket

12.1 Adult Cricket

The club had had yet another remarkably successful season. Having won the Essex T20 competition we had now reached the quarter-finals of the National T20 tournament. With 2 games to go, the 1st XI were a close 2nd in the Premier League (4 points behind Chingford) and had reached the final of the League Cup, which was scheduled to take place at Overton Drive on Sunday 7th September. This meant that the 1st XI could still potentially complete an unprecedented treble. Team standings were currently as follows:

- 1st XI – 2nd in 1st XI Premier Division
- 2nd XI – 2nd in 2nd XI Premier Division
- 3rd XI – 3rd in 3rd XI Premier Division
- 4th XI – 4th in 3rd XI Division One
- 5th XI – 5th in 3rd XI Division Three
- 6th XI – 5th in 4th XI Division One

The ethos of the team Selection Committee meetings had been excellent this year, with all captains collaborating very effectively throughout the season. The positive approach in this area was reflected by the successful results on the pitch.

On the non-playing side, it had been very encouraging to hear the positive comments from opposition teams regarding teas at both Overton Drive and Nutter Lane. In addition, umpire hospitality feedback for 1st XI games at Overton Drive had resulted in our receiving full marks for the 1st half of the season.

12.2 Junior Section

Juniors Update

2014 had been an average year as far as junior section competition results was concerned. Teams had reached several semi-finals but been unable to go any further. The U11 had reached the Haydn Davies Cup final again this year and we are relying on them to win a trophy. One major concern had been the lack of players willing to play in teams at the U13 age group, which had meant that the club had struggled to put out 2 teams on a Sunday. This scenario was unparalleled in recent years. The situation was expected to improve next year as a large number of U11s would be coming up into the u12/U13 age group.

Junior Succession Planning

Trevor Hebden had asked Matloob Piracha to review the junior section management structure with a remit to put together a proposal for succession planning that would address the issue of the club's key man dependency on Trevor Hebden and Len Enoch. The proposal recommended a strong three-person management team reporting to a new Head of Junior Cricket, Bryan

Clark. The three individuals reporting to Bryan had been closely involved with junior cricket for several years and had the necessary experience and commitment to ensure a successful transition to this new management structure. Trevor and Len would continue to be closely involved in junior section management activities and responsibilities and the intention was also for Trevor to take on the role of Club Welfare and Compliance Officer (see 11.1 above.) It was not envisaged that the roles of exiting team managers would be impacted by this change. This was very much an evolutionary transformation as opposed to a revolutionary upheaval and it was important that everyone understood the nature of the transition and appreciated the continued involvement on the part of Len and Trevor.

The plan was for the new structure to formally take effect from February 2015.

The Management Committee would like to thank Matloob Piracha for the excellent job he had done in putting together the succession plan. The Committee was happy to approve the proposal and agreed that a communication should be sent out to all club members in the next few days.

Action Martin Pluck/Trevor Hebden/Len Enoch to finalise the junior succession plan email and arrange for this to be circulated to club members before the end of August

12.3 Ladies Section

This had been a successful season for ladies cricket at Wanstead. The quality of the North London Women's Cricket League had definitely improved this year. There were now two divisions in the league and the Ladies team were doing well to be currently 4th in Division A.

The girls had also had a good season and had participated in the Girls' Matchplay for the first time.

13.0 Football

13.1 Having been promoted following their 2nd place finish last season the team started their season last week with a win. With Tony McGrath's Redbridge teams ground sharing this season and a girls side playing at Nutter Lane as well, pitch management was likely to be a challenge as the weather conditions deteriorated over the winter months.

14.0 Any Other Business

14.1 Use of the car park

We had received a complaint from the golf club that cars were being parked in front of gates that led onto the golf course. This was something we would have to monitor closely.

14.2 Website content

Due to a situation that occurred recently the Management Committee have asked the Web Master, Sanjay Batra, to ensure any material to be published was formally approved by the sender before it could be released onto the website.

14.3 Club clothing

Following discussions regarding the best way to source and sell club clothing it had been agreed that we would use the HitSports website facility for ordering club clothing. This would also entail finding a new supplier for the kit itself.

15.0 Date of next meeting

15.1 The next meeting would be on Monday 20th October 2014 at Nutter Lane.