

## Minutes from the Committee

### Pinkneys Green Cricket Club

<b>Meeting</b>	Executive Committee
<b>Date</b>	21 March 2021
<b>Time</b>	11am
<b>Location</b>	Via Zoom

#### Attendees

Richard Hemmings*	Chairman	RH
Kevin Snapes*	Vice Chairman	KS
Nigel Bruce*	Head of Cricket	NB
Rob Griffiths*	Treasurer	RG
Katherine Avery*	Secretary	KA
Phil Avery	Facilities Manager	PA
Steve Durant	Bar Manager	SD
John Fenna	Junior Manager U11 2021/Website	JF
Anthony Fuller	Saturday 2 <sup>nd</sup> Vice Captain	AF
Chris Harden	Sunday Captain	CH
Matthew Harding	Saturday 2 <sup>nd</sup> Captain	MH
Will Heyes	Sunday 2 <sup>nd</sup> Captain	WH
Steve Jinman	Fixtures Secretary/Website	SJ
Will Lobley	Junior Manager U15 2021	WL
Pete Nisbet	Junior Manager U15 2021	PN
Sheyan Patel	Saturday 1 <sup>st</sup> Vice Captain	SP
Pawan Sharma	Junior Manager U9 2021	PS
Jake Stokes	Saturday 1 <sup>st</sup> Captain	JS
Justin Spanswick	Club Safeguarding Officer**	JSp
Ian Wood	Junior Manager U13 2021	IW

\*Executive Committee

\*\* Name changed by ECB February 2021

**Private and Confidential**

<b>Agenda</b>	<b>Discussion</b>
<b>Apologies</b>	- None
<b>Minutes of the previous meeting – signing off</b>	- Agreed as being an accurate account of the meeting and therefore signed off. Uploaded to website.

<b>Actions arising from the previous meeting</b>	<ul style="list-style-type: none"> <li>- All Stars website update in progress – completed. NB said 24 existing members had already signed. The link goes live on Monday 22 March to the wider public. NB will apply a cap to attendees as it would interfere with the Under 9 training session. Previous cap has been 35.</li> <li>- Meter readings – outstanding – KA to ask PA to see if he can obtain electricity readings from the NT hut on 22 March and KS will arrange with Ginger to go up and take a water meter reading in due course. RG confirmed we have an estimated water bill but need something more accurate and reflective of Club usage.</li> <li>- Selection Policy still to be approved – Seniors have now approved the policy. NB to pass KA a copy of the approved policy (along with the Junior policy which KS feels underlines the Club’s USP) to upload to the Club website.</li> <li>- Artificial strip not purchased yet as awaiting outcome of grant application.</li> <li>- Loam – ordered therefore closed.</li> <li>- Deep drilling – invoice received and paid.</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>- Proposed permanent agenda item at the start of the season to discuss any accidents/health and safety issues that have been raised.</li> </ul>
<b>Chairman update</b>	<ul style="list-style-type: none"> <li>- PA has sent a list of jobs that need to happen at the Club. Some will be set aside for the Cricket Force working day – date to be confirmed.</li> <li>- RH has received a request from Jenny, a Rangers co-ordinator, enquiring about Club usage from September to Easter for her unit. KS says that wider community usage might help with future grant applications.</li> <li>- RG raised the issue that we currently cannot trade with non-members as it would raise a taxable issue with HMRC. However, if we moved to being a CASC we would get a £30K exemption limit.</li> <li>- RH agreed to go back to Jenny to ask for more detail but also suggested that we could offer the Clubhouse for free for a donation to remove any tax liability.</li> <li>- <b>Health and Safety procedure</b> – reviewed the policy and highlighted key points are <ol style="list-style-type: none"> <li>1. It is the role of the Committee to undertake regular risk assessments.</li> <li>2. KS confirmed there is an accident book in the kitchen – location to be identified and policy updated if needed.</li> <li>3. KS confirmed we are due an environmental visit to confirm no food is being prepared on site, fridges run at the correct temperatures etc (5-star rating programme).</li> <li>4. NB confirmed that Juniors will always have a first aider at training sessions, Seniors not so.</li> <li>5. Committee to bear in mind the expansion of first aiders once Covid restrictions are eased.</li> <li>6. Injuries and accidents to form part of the monthly agenda item to see if any Club action needs to be taken.</li> <li>7. First aid facilities – ensure these are visible behind the bar.</li> <li>8. Remove reference to Ian Kirby and Michael Clark. KA to do – completed.</li> <li>9. H&amp;S policy will be printed and displayed in the Clubhouse. Exec to approve. KA to upload to website, KA to print and display. Policy is likely to need reviewing in 3 months’ time once season is underway.</li> <li>10. NB will review first aid kit needs for the Club.</li> <li>11. KA to prepare a list of Committee members to place on the Club notice board along with Club contact details, so any Club members can report any Health and Safety issues.</li> </ol> </li> <li>- <b>Bar procedure</b> – reviewed the policy and highlighted key points are <ol style="list-style-type: none"> <li>1. RH has spoken to SD about putting the bar back together again ready for the new season. The gas company will come and check the bottles. SD confirmed he is happy to not have a protective screen across the bar. However, all members to respect social distancing and requests from the bar staff, to comply with Covid rules.</li> </ol> </li> </ul>

	<ol style="list-style-type: none"> <li>2. Bar prices – KS raised the issue of looking at the bar prices in case there have been significant increases from suppliers post Brexit. There have been no bar increases for 3 seasons. RG does not feel it is appropriate in the current climate as the profit margin is still acceptable and we may need to get savvy about buying drinks when on offer. KS said this has historically been done. RH agreed to review once we know the impact of any price increases from last year.</li> <li>3. Bar procedure updated to reflect authorised people for 2021. Exec to sign off revised policy. KA to upload to website and print copy to display in Clubhouse.</li> </ol> <ul style="list-style-type: none"> <li>- <b>Code of Conduct</b> – reviewed the policy and highlighted key points are <ol style="list-style-type: none"> <li>1. Updated to reflect that smoking is not permitted on the veranda or patio – policy to be enforced. NB to include in Club newsletter?</li> <li>2. The Code of Conduct is directed towards Senior Players, Members and Guests. Parents to enforce Code of Conduct for the Junior members.</li> <li>3. The policy will reflect that it should be read in conjunction with the Club’s Safeguarding policy.</li> <li>4. KA to pass JSp a copy for any feedback along with a copy of the Club’s Safeguarding policy.</li> <li>5. Exec &amp; JSp to sign off revised policy. Once signed off KA to upload to website and print a copy to display in the Clubhouse.</li> </ol> </li> <li>- <b>Covid Risk Assessment</b> <ol style="list-style-type: none"> <li>1. Wait for final ECB guidance and if required approach Mark Roach for guidance.</li> <li>2. KS has provided the ECB template – Exec to start completing prior to the start of the season.</li> </ol> </li> </ul>
<p><b>Vice Chairman update</b></p>	<ul style="list-style-type: none"> <li>- KS said the mower used to cut the surrounding outfield is broken.</li> <li>- KS has done some research to replace and says it would be approx. £150 - £300.</li> <li>- KS has current bar float of approx. £467. RG confirmed that this could be used to offset the replacement. RH suggested a budget of up to £300. RG supportive of this.</li> <li>- NB asked if the broken movers could be sold. KS confirmed they could be sold as spares only.</li> <li>- KS confirmed our hoses are a non-standard size of 38mm. JML Henderson have provided a quote for 4 x 10m and 8 x 10m lengths. Approx. cost is £500 plus carriage. RG supportive of this cost.</li> <li>- KS confirmed the product is in stock and ready to be shipped.</li> <li>- KS confirmed they are flexible hoses. We would keep some of the existing rigid hoses too.</li> <li>- SJ asked if fixtures booklets would be produced for this season. We have in the past tried to keep fixtures online, but Club members appreciate the booklets. SJ arranges this through a local company and RH agreed to support the production of the booklet. RG signed off the cost.</li> <li>- KS has been speaking to Gary Hales (GH). GH has said one repaired mower is having clutch problems (the one used to cut the whole square). Executive Committee will monitor.</li> <li>- KS confirmed the germination sheets are in the Clubhouse.</li> </ul>
<p><b>Head of Cricket update</b></p>	<ul style="list-style-type: none"> <li>- NB waiting on the announcement due 22 March from the ECB. ECB have issued a roadmap but further details to follow.</li> <li>- NB outlined a revised roadmap timeline.</li> </ul> <p>29 March - ADULT &amp; JUNIOR TEAM – sport allowed (subject to ECB guidelines)</p> <p>2 April - NETS OPEN FOR BOOKING – AstroTurf only/weather permitting.</p> <p>6 April – 16 April - FREE 1-1 NETS, OFFERED TO ALL ADULT PLAYERS - weather permitting.</p> <p>6/7 April - FIRST SENIOR TRAINING SESSION - AstroTurf/outfield; weather permitting.</p> <p>10 April - FIRST JUNIOR TRAINING SESSION (9:00-10:30 U11; 10:30-12:00 U13 &amp; U15) - AstroTurf/outfield; weather permitting.</p> <p>11 April - INTERNAL U11 CLUB GAME SCHEDULED – AstroTurf/weather permitting.</p>

	<p>13-15 April - 'BACK TO CRICKET' HOLIDAY JUNIOR CAMP - outfield &amp; AstroTurf only – NB confirmed there had already been 27 PGCC Juniors attending, weather permitting.</p> <p>13/14 April - SENIOR TRAINING SESSION - AstroTurf/outfield; weather permitting.</p> <p>16 April - INTERNAL JUNIOR CLUB GAME SCHEDULED – AstroTurf/weather permitting.</p> <p>17 April - INTERNAL ADULT CLUB GAME - weather permitting.</p> <p>18 April - U13 FRIENDLY v MARLOW - AstroTurf/weather permitting.</p> <p>20/21 April – SENIOR TRAINING SESSION - AstroTurf/outfield; weather permitting.</p> <p>23 April - U9 TRAINING STARTS</p> <p>24 April - 1st XI v FULMER- weather permitting</p> <ul style="list-style-type: none"> <li>- NB will review proposed timetable once ECB guidance is fully known. NB confirmed final timetable will be posted on our website, twitter, WhatsApp etc.</li> <li>- RH asked for a procedure to cover the booking of nets to cover what people can/cannot do, no use of pavilion, procedure for net cancellation by the Club (due to inclement weather for example). NB to prepare once ECB guidance is known (this needs to be ready/issued before nets take place and cancellation elements need to be agreed with KS).</li> <li>- NB confirmed that Future Legends complete a Risk Assessment for the camps they run.</li> <li>- NB working on newsletter – hopeful to be published next week.</li> <li>- NB and WL to go through the kit needed for Junior playing to see if there are any gaps. NB confirmed the Junior shirt was now all agreed.</li> <li>- NB and KA to discuss kit order. KA has already emailed Mars contact for more details.</li> <li>- Jane Woodward has asked the Seniors to complete a doodle poll on preferred options. KS mentioned the poll does not work on phones as Option 3 is obscured by adverts. Preferred option seems to be number 2 so far based on 23 responses.</li> <li>- KS also asked on behalf of members if PGCC in words is needed under the logo as the badge represents the Club anyway. Members were also asking for long sleeved shirt options too and how the design would appear.</li> <li>- KS also asked if the badge for the Seniors was printed or embroidered. KS said Seniors prefer the embroidered option (not an issue for the Juniors as it will be printed).</li> <li>- NB is happy for the Seniors to have embroidered and for the name to be removed – NB to speak to supplier to see if there are any cost implications. NB said there was no difference in cost for a short v long sleeve top.</li> <li>- Executive Committee confirmed that Life Members are to pay for Club shirts.</li> <li>- NB has spoken to Pawan and Pete Brown about supporting the Under 9s. They have agreed to take on the role despite their children playing in higher teams.</li> <li>- NB confirmed that Under 9s will accept members currently in Year 2 subject to them having completed the All Stars programme. If they have never played cricket before they must start with All Stars. Any child in Year 1 must attend All Stars too. KA to amend the Club application form (done).</li> </ul>
<p><b>Treasurer update</b></p>	<ul style="list-style-type: none"> <li>- RG confirmed there is over £14K in the account. There is not a lot of current activity.</li> <li>- Deep drilling invoice has been paid as have the League fees.</li> <li>- Maintenance and Alarm costs ongoing.</li> <li>- Some members have started to pay their subs for 2021.</li> <li>- RG has been investigating the Restart Grants on the RBWM website – no firm eligibility criteria has been published but RG has this on his radar - <a href="https://www.rbwm.gov.uk/home/council-and-democracy/contact-us/coronavirus-information-and-support/business-support/covid-19-business-grants">https://www.rbwm.gov.uk/home/council-and-democracy/contact-us/coronavirus-information-and-support/business-support/covid-19-business-grants</a></li> <li>- RG sought clarification on the till arrangements for 2021 to reduce the Club costs from £84pm. RH and KS are supportive of the Worldpay proposal to have a handheld card reader. Care must be taken as the amount has to be keyed in before the purchaser enters their PIN.</li> <li>- Agreed that the Club should remain a cashless bar for 2021.</li> </ul>

	<ul style="list-style-type: none"> <li>- RH said bar would ordinarily start on 23 April but consider making the bar available the week before based on NB's roadmap.</li> <li>- Agreed plastic cups would remain in use until further government guidance mid-June.</li> <li>- RG sought clarification on match fees collection portal. NB thought Teamo would be cheaper. <b>NB and RG to discuss</b>, alongside Ben Purchase (who investigated the Pitchero route). Agreed it would make sense to use one app only and if Teamo can cover player selection and match fee collection then this route seemed more sensible.</li> </ul>
<b>Secretary update</b>	<ul style="list-style-type: none"> <li>- New member enquiries are being receive for the Under 9 age group.</li> <li>- 14 Seniors have yet to provide up to date register details despite some of these being chased 5 + times. Some Seniors I have no information for other than a name. <b>KA to send KS the details of those members.</b></li> <li>- Year 11 and Year 13 secondary school students are likely to break up on 21 May – Club to be aware there may be more gatherings at the Club.</li> <li>- Next meeting on 18 April has been pushed back due to KA family bereavement – revised date below.</li> </ul>
<b>AOB</b>	<ul style="list-style-type: none"> <li>- RH in discussion with JSp over Club role.</li> <li>- NB confirmed the ECB run online courses on Safeguarding for members to take.</li> <li>- <b>NB to speak to JSp re safeguarding element of role and to send JSp current member position on DBS checks.</b></li> <li>- KS attended Chilterns League AGM – minutes attached for members to read. Please read the section relating to Club teas. Official decision is teas should be provided but if there is agreement between both Clubs that players bring their own, then that would be acceptable.</li> </ul>
<b>Next Meetings</b>	<ul style="list-style-type: none"> <li>- The dates of the future meetings are as follows (11am)</li> <li>- 25 April 2021</li> <li>- 23 May 2021</li> <li>- 27 June 2021 – review H&amp;S policy again</li> <li>- 25 July 2021</li> <li>- 29 August 2021</li> </ul>