

ISLE OF WIGHT CRICKET BOARD

Board Meeting 6/2/23 at Newclose CCG

Minutes

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| **Board Members – Directors**  Chair / W&G Kate Barton (KB)  Director Martyn Richards (MR)  Director Claire Everard (CE)  Media/Marketing Hugh Griffiths (HG)  Clubs Simon Wratten (SW)  Director Mark Turtle (MT)  Finance Desiree Taglioboche (DT)  Performance Dave Cox (DC)  Safeguarding Charlie Bennett (CB) |

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| **Invited:**  Mark West (MW) Treasurer  Alex Barton (AB) Women and Girls Development Officer  Martin Blackman (MB) Disability Development Officer  Andy Woodward (AW) Head of Performance & EPP  Andrew Jasper (AJ) Admin & Social Media  Sam Hillier (SH) County Safeguarding Officer |  |

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| **Agenda Item** | **Discussion Points** | | Action | | |
|  | Welcome, Thanks and apologies  Apologies from MT, Steve Holbrooke, DC, AW, AJ, MB | |  | | |
|  | Review previous minutes. Jan 5th 2023 | | AJ to post 5/1/23 minutes to website. | | |
|  | Actions from previous meetings. | |  | | |
| **Action Points** | | Update | | Individual Responsible | **RAG RATING** |
| AJ to post January 2023 minutes to website | |  | | AJ |  |
| KB to advise relevant staff of staff management changes. | |  | | KB | **Green** |
| MW to chase old debts and send out invoices | |  | | MW | **Green** |
| AJ to post new Safeguarding policies to IWCB website Safeguarding page. | |  | | AJ | **Green** |
| AJ to remove one link from the top and replace with Safeguarding link. | |  | | AJ | **Green** |
| AB to distribute QR codes when printed to coaches. AB and SH to put together player committee and set up meeting. | | QR codes distributed, player committee in progress | | AB/SH | **Green** |
| AJ to add to Safeguarding page that IWCB adopt ECB Safe Hands Policy. | |  | | AJ | **Green** |
| MW to transfer into the reserve account to benefit from a higher interest rate | |  | | MW | **Green** |
| DT to write expenses policy | | CE shared old expense policy with DT. To be tweaked and distributed. | | DT | **Amber** |
| Removal of Howard Downer and Richard Webb from bank mandate once KB and MW have full access to online banking. | |  | | MW | **Green** |
| KB to send to MW.DT.CE ECB funding details and amounts. | |  | | KB | **Green** |
| KB to inform Mr Mew that IWCB will support his appeal to council TASS with a letter, if they choose to make an appeal. | |  | | KB | **Green** |
| AW to submit a proposal of the number of fixtures planned for each month to include friendlies. CAG, ECB comps and Girls, with a costing for each match proposed and a monthly total.  Monthly budgets for Performance / CAG programmes to be agreed in advance by a management committee. | |  | | AW | **Amber** |
|  | Safeguarding:  ECB audit 16th January update and next steps.  Report received from ECB audit. Many actions to get through but we are making positive steps.  We have now received feedback via the QR codes from players in CAG training (31 girls have responded, 4 boys have responded).  We have set a date for the player forum and are encouraging volunteers to attend. We have had 4 girls volunteer and 2 boys. We would aim to have an equal  Board Safeguarding training is required.  Some resistance to collating training record as coaches have not replied or supplied incomplete information.  CSO visibility is increasing. CSO picture on the website.  AB and KB to attend safeguarding conference in March.  All coaches and volunteers (including directors) need to verify ID and DBS.  All coaches need to fill in an application form if they want to have a contract. | | KB to circulate information about CSO role to clubs.  MR to include SH in club preseason meeting.  SH to arrange verifying ID and DBS and notify directors. | | |
|  | Finance  All coaches paid through payroll. If coaches want to be self employed then they should be asked to provide a URN from HMRC.  Finance report received and read.  MW has made headway with chasing outstanding debts. MW to approach outstanding to ask why they have not responded.  Invoice received from NHS for first aid course that had been carried out. Unclear who undertook the course. (Likely AW) | |  | | |
|  | Delegate reports-   * Disability Cricket (MB) * Performance (AW/DC)   Report received that budgets ECB competition games. These fixtures are obligatory but good to have detail into the expense. No fixture proposal for the other age groups.   * Women and Girls (AB)   Coaching course planned for April.  Volunteers funding has been allocated for a promotional video, womens coaching course and disability coaching courses.   * Clubs and Leagues (SW/SH) * Hugh’s News (HG)   Handover of office at newclose to be arranged. Newclose fixture list is looking very busy! Catering can be provided by Newclose affiliated external caterer and should be given first refusal for multi day fixtures. Shorter formats can arrange catering via other means. HG would like to explore setting up Cricket Foundation. | | Sponsorship money should be accompanied with a sponsorship agreement. Template sponsorship agreement to be written. | | |
|  | CDM role update  Salary and advert agreed by the board. To be advertised ASAP. Interview panel to be identified at later date. | |  | | |
|  | Correspondence | |  | | |
|  | AOB  AW informed CB that previous CDM holds his coaching certificate and DBS.  Over 50’s team still does not have a manager. | | Contact coach education team to find out how to access coaches’ records. | | |
|  | Close meeting  Next meeting Monday 6th March 2023 | |  | | |