

ISLE OF WIGHT CRICKET BOARD

Board Meeting Minutes (Online)

12th April 2021 6.30pm

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| Board Members – Directors  Chair Kate Barton (KB)  Vice Chair Duncan Mills (DM)  Director Martyn Richards (MR)  Director Dave Pratt (DP)  Director Dave Cox (DC)  Director Hugh Wells (HW)  Director Claire Everard (CE)  Director Ben White (BW)  Director Hugh Griffiths (HG) | Apologies  Apologies |

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| Invited:  Stuart Chatfield (SC) Cricket Development Manager  Andy Woodward (AW) Head of Performance and EPP Head Coach |  |

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| **Agenda Item** | **Discussion Points** | Action |
|  | Welcome, Thanks and Apologies   * HW & DP sends apologies. |  |
|  | Minutes from 8th March 2021   * Agreed | SC to post agreed minutes on website |
|  | Previous minutes actions: |  |

| **Action Points from the meetings held in Jan/Feb/March 2021** | | | | |
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| **Agenda Item** | **Action Point** | **Individual responsible** | **Update** | **RAG** |
| 1 | Martyn to send out league update in days following meeting | MR | Fully covered in item 10 | Green |
| 2.4  January | SC to chase BSS @ Ryde School as to when course could take place. SC will send course info around schools to push for more attendees. KB asked SC to invite some of the “trained” female teachers. | SC | Course booked in and advertised on Facebook | Green |
| 2.6  January | Ventnor on and active. Cav’s not on yet. Still waiting on safe hands licenses to come through for ladies | SC | Ongoing | Green |
| 2.8  January | SC to send out current list of coaches+ qualifications to all. | SC |  | Amber |
| 2.12  January | DM, HG and MR to set up sub group to start looking at current constitution EGM to be set up at a future date re. constitution. Ongoing. | DM, HG, MR. | Ongoing. Review End of May | Amber |
| 2.4  February | Peni & Harriet to complete profiles to share on IWCB Website. Will feed back to board later on in year. | SC | Harriet profile is on. Peni is not. Stuart to chase | Amber |
| 2.4  February | All Board members to complete up to date DBS SC to update all gaps prior to next meeting | SC | Awaiting DP to complete | Amber |
| 2.9  February | Richard Webb to invoice clubs for entry fees | MR/SC | Will invoice with balls | Amber |
| 2.11  February | Confirm SC is happy to work from home and to investigate what if any costs should be covered if he continues to do so. HW | HW | HW has sent round info | Green |
| 5 | IW Foundation. DP to send link to Cornwall foundation website plus copy of presentation to all board members | DP |  | Red |
| 7 | Coaches Policy. Final copy to be sent to SC | DC |  | Red |
| 8 | County Partnership Agreement (CPA) SC to send round brief report/update about CPA | SC | Covered in item 7 | Green |
| 9 | Vipers game 1st May AW to speak to Vipers re Girls activity on day. | AW |  | Green |
| 10 | Website review:  (Please refer to March minutes for details)  SC/Board members to update the current information held on our website  All board/employees to review their relevant pages and rewrite. Deadline 01/04/21 CE will update all board on 12/04/21 | SC/All board  All board and employees | Clubs & Leagues page not updated | Amber |
| Red |
| 11 | P. Mew resignation: Response requested | DM |  | Green |
| 12 | Policies:   1. Draft Pay Policy 2. Draft Expense/Mileage Claim form 3. Draft Expenses Policy   To share policies, processes and documentation with employees  To upload same to website | CE  SC | Not necessary to put on website | Green |
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| 13 | Employee job description (AW)  KB/HW/DC/DM to meet to discuss and agree JD for 21-22  DC to meet with AW to agree appraisal targets | KB/HW/DC/DM  DC |  | Green |
| 14 | Employee job description (SC)  KB/HW/DM to meet to discuss and agree JD for 21-22  HW to meet with SC to agree appraisal targets | HW | Discussion held  Appraisals arranged 29/4 | Amber |
| 15 | Andy W Level 4 coaching course  Feedback to AW on decision to support Level 4 application | DC |  | Green |

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|  | Safeguarding:   * Timescale of three months for CPA standards to be met. * ECB are implementing ‘Prevent’, ‘safeguarding of vulnerable adults’ and other training modules across all levels. Once this is rolled out (approx. 2 month), all board members, clubs and club officials to show compliance. * Next phase is meeting with ECB for audit return | DM/SC produce presentation on ‘Prevent’ training to board. |
|  | Website review:   * Liam has agreed to make some changes to the website, he has expressed that he would like an additional person to take on this work. * Liam has agreed to continue working under the agreement already in place whereby he sponsors the Senior Cup in exchange for his services. He has also agreed to unlock the website and give us the unlocking details in order for us to add or amend items ourselves. * At present there is NO contract between Island Webservices and IWCB as no money changes hands. * If we have the ability to change things as we wish, it’s probably the easiest.option. * An urgent meeting is required between CE, SC, MR & Jasper | CE to contact Jasper to look at website and provide feedback on his ability to implement proposed changes.  SC to ensure log in details are received from Liam and provided to CE.  SC to arrange meeting |
|  | Finance   * A working document looking at month to month income and expenditure is now complete. This enables us to update and forecast as things change. * Some work required on C2S and W&G * Short discussion regarding CAG training not starting due to hall not confirmed. Stuart is chasing and believes we can start w/c 19th April * It was confirmed that we receive £2500 per year credit for kit from GN since 2018. Claire has asked if we can have any underspend carried forward from last year. In previous years some of this allocated money has been used for prizes at end of season presentations. Awaiting response from GN * We need a plan on how we allocate funds in future to ensure all the money is used.. | SC to confirm status of CAG training by 16th  April  CE to submit proposal on how GN funds are allocated |
|  | County Partnership Agreement.   * SC has met with DM & CE and will set up call to AW on Wednesday. ECB require a snapshot of where we are with the standards. * Deadline for submission is next Friday 23rd   CDM report: As of last week -   * 127 children signed up to Allstars (95) Dynamos (32) * Handbook proof copy sent around for opinion. Current and new sponsors’ logos to be added. * A lengthy discussion on the handbook cover ensued, It was suggested that fewer photos be used. | SC to submit completed PA report before deadline date.  SC to add logos of sponsors to Handbook  SC to offer alternative handbook covers and send round to board for approval |
|  | Hugh’s News:   * There is a net available for IWCB coaches and players for use on the square at Newclose. There is a small fee for non members. * Vipers – waiting for clearer guidance on spectators from ECB * Suggested Vipers meeting HG, Nikki, AB, SC, KB to discuss * Latest guidance re spectators from Alun Powel (ECB) to be sent round * Formal lunch for cricket community to be at Newclose on 30th June | HG to organise vipers meeting for w/c 19/4/21  AW to send spectator guidance to the board  HG to organise cricket community lunch and send details to board. |
|  | Match expenses:   * Currently £30 per game. Needs an urgent review. * There are 18 ECB games for 14/15/18 and 25 away fixtures. AW is salaried so no extra cost. * Suggestions for two coaches at the ECB away matches plus a scorer. * Suggested meeting with CE/AW/ADay to discuss and agree coaches/scorers fees home and away. | AW to arrange meeting with CE and A Day to discuss coaching fees. Provide feedback to the board. |
|  | League update:   * All fixtures for Island League Div 1+2 are on PlayCricket All regulations for league and cup are agreed and published. |  |
|  | Chance to Shine:   * 25 Primary schools are signed up |  |
|  | Performance:   * Six EPP players selected and confirmed. Freddie Gurney, Sam Mills, Oscar Vandecasteele, Dan Atrill, Ollie Morgan and Liam Turnbull * 70 age group county fixtures confirmed * Two beach practises and one weekend academy including 22 girls and 98 boys, * 12 players have been to Hampshire for training over half term * IWCB senior team are expected to be invited into the National County T20 Competition by 2023 |  |
|  | Correspondence:   * Duncan has sent letter of thanks to Phil Mew. |  |
|  | AOB:   * Next meeting suggested for 6th May tbc * Andy W and Stuart left the room |  |