

# Poole Town CC – Committee Meeting

## MINUTES

JANUARY 23, 2018

8PM

PARKSTONE CLUB, ASHLEY CROSS

TYPE OF MEETING	Monthly committee
CHAIR	Nick Williams (NW)
NOTE TAKER	Andrew Milner (AM)
ATTENDEES	Dave Miller (DM), Nick Heckford (NH), Mark Allen (MA), Joe Wilson (JW), Aaron Power (AP), Ben Pocknell (BP)

### Agenda topics

### APOLOGIES AND OPENING REMARKS

DISCUSSION	AM received apologies from Pete Dooker.	
	AM offered apologies for not inviting members of the committee Jo Pilley (JP), Dave Spencer (DS) and Tom Robinson (TR). This will be rectified for next meeting provided he has a full set of contact information.	
<p>NW and DM as Chair and Vice Chair took a moment to outline how they saw Committee running. Actions would be delivered to owners at Committee and there would be an expectation they would be done. Support for fellow committee members was seen as critical to success in helping PTCC have a successful season and medium term future.</p> <p>Committee format was debated. Regularity was accepted as key to completion of actions and making progress. AM reported first 4 months had been booked in with Parkstone Club and nearer the season Committee should review appropriateness of monthly.</p> <p>Agenda to be trialled and reviewed by Committee for effectiveness</p>		
CONCLUSIONS	Actions cannot be left hanging to “someone”. There will be a name attached and an expectation.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
full committee attendee list details in place for next meeting	AM	13/2/2018
Agenda / Minutes format to be trialled for review by committee	AM	26/1/2018

### PREVIOUS MINUTES AND MATTERS ARISING

DISCUSSION	Minutes from Committee meeting 14/11/2017 and AGM of December 7 <sup>th</sup> 2017 were used as basis for discussion.
Minutes of 14/11/2017 were signed as a true record by NW.	
<ol style="list-style-type: none"><li>1. Whitecliff pavilion scheme for expansion may have a material impact on our 3<sup>rd</sup> and 4<sup>th</sup> teams so a close eye needs to be kept on proceedings</li><li>2. Safeguarding policy has been agreed according to NW.</li><li>3. DBS Checks must be fully completed for club. Email received from league about online process. Requires an online ID verifier. AM offered to do it.</li><li>4. Score box has been moved to within pavilion boundary</li><li>5. Payroll for coaches – NW advised he had spoken with Pensions administration and explained PTCC position that it did not expect to pay contributions for coaches. This was accepted.</li><li>6. 2<sup>nd</sup> team captain position is vacant.</li></ol>	

7. League entries made and paid – Thanks to JP and NH
8. Pre season nets confirmed and publicized – Commence 1/2/2018 7:30pm to 9:30pm. Price FREE to anyone paying Junior subscription and £3 to others. BP and AP were enthused to make nets more diverse introducing fielding stations and bowling and batting in pairs to better replicate match situations. This was greeted enthusiastically and will be taken forward and reported on to committee
9. Dave Porter and NW have spoken and he has formally stood down from his position of PTCC Vice Chair
10. League balls ordering. NH to look at current stock before placing accurate order using normal supplier information provided in Dorset Cricket newsletter
11. Poole pitch bookings.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ask Jan Hill (Poole Council) about the scheme going to tender and impact on cricket	NH	2/2/2018
Confirm agreed safeguarding policy is in place	NW	20/2/2018
Get online ID verifier set up for DBS process	AM	20/2/2018
Provide full list of those requiring DBS checks in place	NW	20/2/2018
Progress conversations around filling 2 <sup>nd</sup> team captain vacancy	DM	20/2/2018
Organise a Net manager for Thursday sessions to collect money, note attendees and "owers"	DM	1/2/2018
First net sessions report – How has it started?	AP / BP JW / DM	20/2/2018
League balls order	NH	20/2/2018
Confirm with Jo Pilley that he is happy to continue doing pitch bookings and that this has been completed for new season	NH	20/2/2018

## CORRESPONDENCE AND ADMIN

<b>DISCUSSION</b>	<p>AM introduced correspondence received. Mainly in email form.</p> <ol style="list-style-type: none"> <li>1. Notices – Request received from Council to JP re use of Whitecliff by kayaking event on 23<sup>rd</sup> / 24<sup>th</sup> June. AP and BP were advised of possible impact on whichever team was at home that day</li> <li>2. Training – First Aid workshop, Transition to Adult Cricket from Junior workshop were advertised. Dorset Coaches seminar day was advertised.</li> <li>3. Funding – JP reminded committee by email. BoP sports grant fund was open. NW advised he had an idea for a new womens cricket activity and that he would work that proposal up. Led to a wider discussion about external funding streams and that we as a committee would need to have a vision of the medium term future in order to understand if other sources would be appropriate or whether we should adopt a piecemeal approach to apply for support for an individual idea.</li> <li>4. Survey being conducted by the league with Bournemouth University on player behavior. Suggested it would be good to send this out as part of a newsletter.</li> <li>5. Poole Park Pavilion management – Group discussed where we are with Borough of Poole and management of the pavilion. It is recognized that JP has a meeting scheduled with Jan Hill (BoP) on 2/2/2018 NH said he would try to attend.</li> </ol>	
<b>CONCLUSIONS</b>	Money matters, both in term of operational monthly health-check and the medium term future should be part of the standing agenda of Committee	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Check information that coaches seminar day has moved date form 18/3 to 25/3	AM	20/2/2018
Womens softball cricket activity grant bid	NW	20/2/2018
Incorporate behaviour survey into club newsletter	AM	30/1/2018
Forward summary of phone conversation with Jan Hill to NH in advance of scheduled meeting at Upton House	AM	24/1/2018

## WELFARE MATTERS

<b>DISCUSSION</b>	No Welfare Officer present and nothing to report on top of the discussions that arose earlier regarding DBS checks and Safeguarding.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

## MONEY MATTERS

DISCUSSION	NH reported indoor league fees paid, league entry and DCB fees paid, insurance quote due end Feb – not expecting material change DM reported that there was an equipment credit in the Gray Nicholls shop for PTCC to use and did the group have ideas on spend. Led to discussion about whether the Gray Nicholls club clothing site was linked from the club website. AM confirmed when producing minutes that it is not. MA reported that he would be happy to lead a publicity campaign targeting members of the club who are not members of 250 club. AM advised he should be target number 1. Committee welcomed this offer of assistance.		
	Club dinner and 2017 outdoor match fees need to be reconciled as a matter of priority		
	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	Full list of debtors for NW	NH	20/2/2018
Reconcile PTCC Club Dinner	JW / NH	20/2/2018	
Reconcile outstanding match fees 2017	NH and 2017 Captains	24/3/2018	
Procure club caps with Gray Nicholls credit	DM	24/4/2018	
Get link to club Gray Nicholls shop linked to the Poole Town CC website	JP	20/2/2018	
Full list of club members and list of 250 members to enable MA to target prospective number owners	NH	20/2/2018	

## PLAYING MATTERS

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. Boundary rope and rolling mechanism would be an expensive item, but would improve the facility sat Poole Park. Led to wider discussion on other equipment that would enhance the experience of Poole Park. This included procurement of solution to consistently manage square roping off at the end of play.</li> <li>2. Rollaway net for practice on Poole Park was mentioned at AGM and committee felt that it warranted further investigation. Minimum requirements would be that it would have to be telescopic in design to minimize storage issues, but of course storage would be an issue. Other practice equipment such as catching ramps (more easily stored than cradles) were also mooted if we are splashing out.</li> <li>3. Discussion then fell on paying for these things. NW asked if committee could keep their ears open for Cricket Force whereby for outlay of £50 we could get £350 of Jewsons product which can help to enhance the offer at Poole Park. Tile replacement, Fence replacement, Locakable</li> </ol>
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	<p>storage unit for BBQ being items mentioned.</p> <ol style="list-style-type: none"><li>JW referred to correspondence we have had from Aussie looking to play for PTCC requiring accommodation and source of income.</li><li>Issues regarding availability, recruitment and retention were discussed. Group was presented with ideas for availability management from NH and BP who have seen “apps” Teamer and Teamo. Whilst not being a silver bullet, there was merit in looking further into the possibility of using a system, to help effect a significant cultural change. Some reservations were expressed about selection sensitivities, but on the whole it was enthusiastically greeted.</li><li>DM requested that a “countdown” reminder communication was sent to the club WhatsApp group.</li><li>Refreshing the pavilion pre-season discussion centred around the possibilities of an event, whether that could co-incide with an open day to attract new junior members.</li><li>Second XI need a scorer following Tom White getting employment away from Poole. AM made an ad hoc offer of support and the group agreed that having a group of people able to step up would be a good contingency, but if we could attract someone to do it regularly and willingly that would be our aspiration.</li></ol>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Rollaway net solutions	AP	20/2/2018
Boundary rope and permanent square fittings investigation	NH	20/2/2018
Respond to Glen Meyer re: opportunities at PTCC	DM / JW	24/3/2018
Investigation into suitability of Teamo app and any competitors for availability and match management	BP	20/2/2018
Send countdown to nets reminders to club WhatsApp group	JW	1/2/2018
Committee to think about appropriate date and make up of a Poole Park pavilion refresh, clean and set-up	All	20/2/2018
Committee members to encourage scorers to come forward. This action will stay on the agenda until resolved. Its an important part of the match day	All	24/4/2018

## SOCIAL MATTERS

DISCUSSION	JW made some suggestions around developing a social calendar		
	Provisional – 23/3/2018 – Quiz night in pavilion		
	Provisional – 14/5/2018 – Food after cricket in the pavilion		
	Provisional – Buy a table tennis table for the pavilion		
	Booked – Club Dinner Friday 26 <sup>th</sup> October 2018 – RNLI		
Discussion about communicating all these things that are happening including. Welcome from the Chair - NW, Social Calendar - JW, development squad idea - AP, finance and how important it is to the club - NH, 250 club - MA, indoor nets and quality pre-season - DM, juniors and ladies softball - NW			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Ask Bill Kempton about his appetite to devise and host a quiz evening if AM behaves himself apparently (AM has no recollection and if Bill is reading this is very sorry for any offence caused)		JW	7/2/2018
Investigate options for table tennis purchase.		JW	20/2/2018
Ideas for first food evening for 14 <sup>th</sup> May		AM	20/2/2018
Contributions as outlined above for newsletter for collation by AM		AP, NW, DM, JW, NH, MA	29/1/2018
Devise and push out e-newsletter		AM	30/1/2018

## JUNIOR MATTERS

DISCUSSION	All Stars scheme for 4-7 year olds will continue to run this year. 6 sessions between now and end April. NW advised that organization lay between himself and Joey Wormington. Indoor nets running well. NW extended invite to AP and BP to attend as 3 & 4's skipper. They were happy to do so.		
	Boys leagues have been entered for 2018 season.		
	NW talked of an open day to attract new members. Discussion about whether this could be combined with Adult activities which received a mixed reception. Further discussion deferred until further ideas could be brought to the table around purpose, format and commitment		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Register our participation in 2018 All Stars scheme		NW	24/3/2018
Committee Members to look into what might constitute a PTCC Open Day.		All	20/2/2018