

Poole Town CC – Committee Meeting

MINUTES

MAY 16, 2018

7:45 PM

BRICKLAYERS ARMS, ASHLEY CROSS

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

Agenda topics

APOLOGIES AND OPENING REMARKS

DISCUSSION	AM received apologies from Pete Dooker, Aaron Power		
NW requested an open ended Action to accept minutes of each meeting as a true record.			
Where completed Actions will be removed. If they are still on the minutes, they are still live and require completing.			
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CONCLUSIONS	Actions cannot be left hanging to “someone”. There will be a name attached and an expectation.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Committee happy to accept minutes as a true record of meeting		AM	On going

PREVIOUS MINUTES AND MATTERS ARISING

DISCUSSION	Minutes from Committee meeting 20/2/2018	
<p>Discussion around the preparation of Poole Park pitch. Feedback from club mirrored umpires report of the Firsts game v Wimborne 12th May. The pitch played very well and was true; however the grass in the outfield was excessively long. In addition it was noted that the club felt the straight boundary at the pavilion end was too short.</p> <p>NW asked why only Teresa Heckford DBS had been noted. AM responded that without a list of people it was difficult to be specific in initiation.</p> <p>List of D Miller, J Wilson, P Quinn, L Barr, A Power, B Alam, B Pocknell and Chris Leggatt was added to the list for DBS Checks</p> <p>It was very briefly reported that no further action on working with BoP on pavilion lease had been undertaken.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Meeting with BoP re: Pavilion lease arrangements on hold	None currently	No deadline
Text groundsman with constructive pitch feedback as per umpires pitch report from 12 th May	NW	22/5/2018

Initiate DBS Online checks for roles identified	AM	1/6/2018
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CORRESPONDENCE AND ADMIN

DISCUSSION	<p>AM introduced correspondence received. Mainly in email form. Email from Dorchester CC who have at late notice introduced a 3rd team and invited all clubs in Div 5 and 6 to see if they wanted to play a friendly on their off week. No response offered as yet.</p> <p>Website player form from Jay Shah.</p> <p>Afghani that had been introduced to PTCC from Borough of Poole had played in friendly and would be contacted as 4th team player.</p> <p>Real test of registration of players this weekend with 4 teams required and a number of individuals unavailable. Important that Nick Heckford gets opportunity to get them registered before Saturday 12 noon deadline</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Respond to contact made by Jay Shah and follow up note to Stefan Simpson. Text introduction.	AM	17/5/2018
Give NH as much notice as possible to get players registered by matchday noon deadline	ALL CAPTAINS	On going

WELFARE MATTERS

DISCUSSION	Very brief discussion that we had not made progress with website and posters getting faces out there with respect to welfare.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Welfare Matters poster for clubhouse	NW	31/5/2018

MONEY MATTERS

DISCUSSION	<p>250 Club draw – May - 1st prize M Talbot 2nd M Heckford, 3rd C Grout 4th M James 5th G Maxtead</p> <p>DM and NH advised people to get more familiar with Teamo to help with post match financial reconciliation. It was proving worthwhile in terms of transparency. More familiarization is required.</p> <p>NH advised that printing of handbooks and fixture cards is complete and distribution is next phase.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Refresh Chairmans understanding of Teamo	DM	On going
Pick up Handbooks and Fixture Cards once details given by NH	AM	18/5/2018
Reconcile outstanding match fees 2017, following data reconciliation above	NH and 2017 Captains	1/7/2018

PLAYING MATTERS

DISCUSSION	<p>Outdoor practice takes over from Thursday nets. Sessions on 17th May to be held at PGS from 6:30pm. Aspiration is to move to Poole Park in the near future.</p> <p>NW expressed concerns about cohesion of the club that it felt there was a danger of creating separate entities within the playing groups. BP advised that there was some fear of being moved up into 2s too early and that people were more comfortable in the more social cricket of lower leagues.</p> <p>DS expressed concern over purpose of 2nd team and stresses of getting a side together. Some honest discussion about where PTCC see the sides competing in the league and how that will affect the make-up of them. Captains were happy that communication was in place between the sides and that Teamo was proving useful in administration.</p> <p>DM added that there were some players who could come back into the playing set-up at the high end which could alleviate some of the pressure of pulling players up too early. All agreed that a path for talent was very important, but not necessarily at the expense of enjoyment.</p> <p>Discussion also about speed of response to new player enquiries. Without a doubt we should go back immediately to acknowledge the contact before potentially shifting that on to a group.</p> <p>NW will make contact with some former Junior Section members who may be ready for adult cricket once our own junior section has been explored for talent.</p> <p>Concerns expressed over Bank Holiday Saturday availability and that where favours could be pulled in then we should prioritise that.</p> <p>BP advised that nets at Baden-Powell had been dismantled. DM advised that they could be carted to Miller Seniors garden at which point exploration of making a collapsible structure could be undertaken with a view to them being able to be stored and used in the park.</p>		
	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	Promote the search for Second XI scorer via junior section	NW	31/5/2018
	Get Kwik Cricket set to Baden Powell irrespective of net outcome.	NW	31/5/2018

JUNIOR MATTERS

DISCUSSION	<p>Friday All Stars kicked-off with Joey and Tom Robinson helping. 22 signed up. There is also juniors and Ladies cricket sessions on the Friday which is good news</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

SOCIAL MATTERS

DISCUSSION	<p>Food after cricket on 19th May was advertised on Whats App and as a Facebook event. AM advised pulled pork is on the menu. He forgot to seek permission to spend the money on the ingredients so he is</p>
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	<p>going to have to wear that risk until food is sold and money is recovered.</p> <p>Bar stock is low.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ANY OTHER MATTERS

DISCUSSION	GDPR – Discussion around PTCC responsibilities to this law enforced on 25 th May. Certainly we share information with ECB and Dorset Cricket Board and of course process information for club membership, fundraising and welfare during matches purposes.	
	Need a statement to go out to Members with handbook ensuring that Members of 250 Club and Cricket Club are informed of their rights and our responsibilities. Need also to put something on the website for our on-line form for new players that we are taking data.	
	The Bob Massey friendly and Chairmans game are not so urgent. Will remain committee actions, but not as urgent.	
	MA advised that Bricklayers Arms were open to PTCC displaying a poster advertising for new players of all types of cricket as well as our 250 club. Will progress along with NW.	
	NH that work needed to be done with main sponsors Dutton Gregory, First Waste, Francis Clark as all our website and handbooks etc... needed to be accurate.	
	NW advised that contact with Harbour Hospital would be deferred to preparation for next season.	
	It was recognized that as part of preparation for next season someone having responsibility for Sponsorship and Marketing would be very useful and ensure that it did not all fall to Treasurer by default.	
	DS original idea to approach Waitrose as part of their community funding campaign. Application is ready to go but cannot be progressed without PTCC being a registered charity. Further discussion required on charitable status	
There were no other matters raised.		
Next meeting Wednesday 16 th May – VENUE TO BE CONFIRMED 7:45pm Further meeting could be 18 th July as no evening league fixture that night.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Bob Massey game – contact Swanage CC	AM	20/6/2018
Arrange next batch of committee meetings	AM	31/5/2018
Draft GDPR statement to be sent out to Members with Handbook for NH review	AM	18/5/2018