

CHESHIRE CRICKET BOARD LIMITED
MINUTES OF A MEETING HELD ON 21 February 2020 – 10.45am AT MOSS FARM

1. **Attendance:** P.Davies (Chairman), M.D.Roff (Treasurer), D.W.Sharp (Secretary), D.Bailey (County Club), D.T.Humpage (Clubs), D.Batty (Youth Cricket), J.Rafferty (County Welfare Officer), R.C.Newton (Director of Cricket).
Apologies: S.Davies (Management Group Chairman), C.A.Forshaw, M.Tyerman (Vice Chairman).
2. **Minutes of the Meeting 6 Dec 2019.** Agreed and signed as a true record.
3. **Matters Arising from Minutes of the Meeting 6 Dec 2019**
 - 3.1 **Board Composition (item 3.1 of 13 Sept Meeting).**
 - 3.1.1 **Governance (items 3.1.2 and 12 from 6 Dec).** Governance Reform includes Gold, Silver and Bronze requirements which have been made available to Members so they could work towards these requirements by looking at their Rules (Constitutions). We await Rules templates from ECB to help and can assess the need for any independent support at that time.
It was agreed that PD, RCN and DWS would examine the Board's Rules in line with the requirements and templates (when received). It was reported that the County Club has recently reviewed its Rules (agreed at its AGM on 18 Nov and available via its website)
 - 3.2 **Clothing Supply Agreement (item 7.1 from 6 Dec).** RCN had arranged a sub group which has met with Surridge Sports to renew the Supply Agreement with the Board from the end of 2020 when the current Agreement ends.
 - 3.3 **Cheshire CCC away matches v Cambridgeshire, and Suffolk (item 7.1 from 6 Dec).** At the CCCL AGM the Clubs approved 11am starts for the Premier League matches on the days prior to the trips to Cambridgeshire and Suffolk, to allow players time to make the long journeys after the League matches at a reasonable time. DBailey thanked the CCCL for its support.
4. **Board Management Group.** Members were referred to the minutes of the MG Meeting on 13 February which had been circulated to the Directors. RCN highlighted the following:
 - 4.1 **CPA 1920-24 Funding.** CPA Core funding is now being paid monthly in equal amounts.
Confirmation of other funding pots available is ongoing
 - 4.2 **County Grant Fund (formerly Small Grants).** This valuable source of funding to support Clubs has been increased to £156000 for 2020
 - 4.3 **Moss Farm.** RCN has attended a recent meeting arranged by the Council to outline possible redevelopment of the Moss Farm Leisure Complex. Cheshire West and Chester Council have committed £2 million to the improved development of the site.
 - 4.4 **Cheshire Cricket Trust.** The Trustees met on 22 November 2019
 - 4.4.1 **Defibrillators.** The Trust continues to provide £500 for Clubs with no defibrillator.
 - 4.4.2 **Cheshire Officials.** The Trust and the Cheshire Umpires & Scorers Association have agreed to provide a bursary (funded by the Trust) to encourage young people to become umpires.
5. **Secretary**
 - 5.1 **ECB Team Cards.** DWS has ordered 7000 ECB Team Cards for use around the county this summer.
They will be available for collection from Moss Farm from w/c 2 March.
 - 5.2 **Companies House.** The Annual Return has been submitted. DWS completes the section confirming details of directors and Murray Smith completes the section confirming the finance details. For clarity, Companies House only shows the filleted version of our accounts on its website.
 - 5.3 **NatWest Cricketforce2020.** The annual event will take place on 5/7 April weekend. Toft CC has been chosen as an ECB Showcase Club.
 - 5.4 **'Rogue' emails.** Everyone is reminded to remain vigilant regarding 'rogue' emails, particularly those which appear to be from a person known to the recipient.
 - 5.5 **Copyright Law.** Members are reminded that the use of images on websites without permission is an infringement of copyright law.
6. **Treasurer**
 - 6.1 **RBS Bank Account.** The balance in our RBS account remains satisfactory.
 - 6.2 **Board Accounts 2018/2019.** The accounts will be formally adopted at the AGM in February.
Copies were made available to Members at the December Meeting, and will be circulated again electronically with the AGM minutes. Members are reminded that only the filleted version is available via Companies House.
 - 6.3 **Investment.** The investment with the Nationwide was rolled over at the anniversary date.
 - 6.4 **Insurance Renewal.** The Board's Annual Policy will be renewed on 1 March. An updated schedule has been sent to Members.
 - 6.5 **Financial Support for our representative teams.** A statement of Accounts for 2019 and a budget for 2020 has been received from Cheshire 60s and 70s to enable the Board to agree a payment of £1000 towards Affiliation Fees and Match Balls.
Via these minutes the Treasurer requests that if other representative teams have a need for any additional financial support other than received from ECB and other sources then he needs statements of accounts for 2019 and a budget for 2020 to enable the Board to consider any request.

- 7. Director of Cricket.** In addition to his input elsewhere at the meeting RCN reported as follows:
- 7.1 CPA 2020-2024.** The Board led by Gareth Moorhouse continues to prepare the Board's CPA plan which will be presented to ECB at Rookery Hall on 16 March. PD, DBailey, RCN, Gareth Moorhouse and Jessica Lewis will represent the Board.
 - 7.2 Coaching Courses.** Record numbers have enrolled on the Children's Advanced Courses. The L1 Foundation Courses for Coaches are almost full. ECB has set a price of £150 for this new L1 course for starter coaches. Confirmation that the Board will refund £75 of this cost to the coach's club on request at the end of the season with evidence that the coach has coached at that club during the season.
 - 7.3 King's School Macclesfield.** Work progresses at The King's School redevelopment on Alderley Road which includes a 3-lane cricket facility.
 - 7.4 Disabilities.** We are preparing a bid to Lords Taverners for accessing £15000-£30000 for developing Disabilities cricket via four hubs across Cheshire.
- 8. Cheshire County Cricket Club.** David Bailey referred members to the minutes of General Committee Meeting 20 Jan 2020 which had been circulated prior to the Meeting.
- 8.1 NCCA Showcase Match.** Arrangements were in hand for the prestigious showcase match v Warwickshire CCC at Chester BHCC on Fri 17 July. The Board offered to take a table for up to 10 invitees from the Cheshire network. The Vice Chairman, Mike Tyerman offered to organise those attending. DB thanked the Board.
 - 8.2 Away Matches v Cambridgeshire and Suffolk.** DB expressed his thanks to the CCCL and its Clubs for its co-operation in agreeing to earlier starts for the Premier League matches prior to the two long distance away matches.
 - 8.3 Seniors.** The Seniors Fixtures would be included in the County Club's Fixture Card for the first time.
- 9. Cheshire Clubs Cricket Committee.** David Humpage referred members to his report which had been circulated prior to the meeting and highlighted the following:
- 9.1 Women's League.** There is a proposal to integrate the Women's League with the County League.
 - 9.2 UK Fast League.** The CCCL has offered its support to the management of the UKFast League as needs arise.
 - 9.3 Officials.** Efforts are being made to target potential umpires in the 16-24 age group in conjunction with the Cheshire Cricket Trust (see 4.4.2 above).
The CCCL is to use whostheumpire.com this season for the first time, for the management of its umpires.
 - 9.4. Cheshire Cup & Shield.** Entries for the Cup and Shield, organised by David Gane for the first time, close on 6 March. Entries are being made using the Board's Cvent booking system. To date entries are similar to 2019.
- 10. Cheshire Youth Cricket.** David Batty highlighted the following from his report, and a report from the Coaches Association (see Appendix 2) both of which had been circulated to members prior to the meeting:
- 10.1 CYC Finances.** The transfer of the financial arrangement of the CYC finances to the Board is being finalised.
 - 10.2 Umpiring Appointments.** Geoff Young is to continue in his role.
 - 10.3 U13 & U15 Club Cups.** The closing dates for entries are 29 February. Entries are being made using the Board's Cvent booking system. To date entries are similar to 2019.
 - 10.4 Clothing Supply Agreement.** See item 3.2 above.
 - 10.5 Match Programme.** The dates and venues of the age group representative matches are being finalised and posted on play-cricket.
 - 10.6 Youth Awards Evening.** This long-standing annual popular event will be held on Fri 18 September at Halton Stadium.
- 11. County Welfare Officer.** Julie Rafferty referred members to her report which is attached to these minutes (see Appendix 1). No matters arose from the report.
- 12. AOB.**
- 13. Date of Next Meeting.** Friday 15 May 10.45am at Moss Farm.
Remaining dates for 2020 Meetings - 18 Sept and 4 Dec..

Signed

Appendix 1

County Welfare Officer's report – 21st February 2020

Safe Hands Training

Planned:

- 11th November 2019 – Neston – Refresher
- 24th February 2020 – CCB – New
- 24th March 2020 - Bramhall – Refresher

Awaiting confirmation:

- New – Wirral
- Refresher – Trafford & Tameside and Warrington & Chester

There are currently 194 registered club welfare officers (CWO), 167 of which are existing CWO's and 39 are due for a Safe Hands Refresher workshop:

Macclesfield – 7, South Cheshire – 3, Stockport – 7, Trafford & Tameside – 11, Warrington & Chester – 8. Wirral – 2, County – 1

There are 28 CWO's who required a Safe Hands workshop for new CWO's:

Macclesfield – 3, Mid Cheshire – 4, South Cheshire – 3, Stockport – 4
Trafford & Tameside – 3, Warrington & Chester – 2, Wirral – 9

15 CWOs are already booked on next week's workshop

In addition:

'Safe Hands' as the new branding by ECB for all safeguarding processes. This includes:

Safe Hands Online Registration:

This is the new online registration process that clubs and counties will need to complete. Details of registration will be communicated to counties.

Safe Hands Safeguarding Manual:

The current Safe Hands policy and manual continues to exist and to access this.

Safe Hands Workshops:

County boards will continue to deliver Safe Hands training workshops for Club Welfare Officers.

DBS issues

We are continuing to increase the number of verifiers. From the last report, there are now 155 verifiers in 108 clubs, which is an increase of 5%. There are still at least 8 clubs with no verifier. I am targeting these clubs to resolve this matter.

Hopefully this will continue to increase, to improve response time to DBS completion, greater resilience in clubs and alleviate myself and the DCO's the responsibility.

Some of the DBS process has been simplified, relating to the address section, although clubs are still not using the full legal name of the applicants which in turn creates duplicate nominals. This has been communicated to clubs.

Safer Recruitment

I am currently looking at the safer recruitment process for paid and volunteer workers for the board and clubs; having just attended an ECB safer interviewing workshop in Headingley.

Safer recruitment should include:

- Job/ role description
- Person specifications
- Appropriate job advert
- Application form
- Self-declaration form
- References
- Interview
- Criminal record checks
- Risk assessment if DBS information received
- Verifying qualifications and experience
- Recording recruitment decisions
- Induction
- Probationary period

CPA/ Safeguarding Development Plan

Currently assisting Gareth to finalise this plan, although should dovetail into ECB Safeguarding Strategic Plan, which currently hasn't been published

The Mission is:

1. To create a safe and welcoming sporting environment for children, young people and adults and protect them from harm
2. Promote good practice and challenge behaviour which is harmful to children, young people and adults

Objectives:

1. To ensure all policies and procedures are in place and complied with accordingly by CCB staff and clubs
2. To deliver a programme of training for CCB staff and clubs, developing their skills and knowledge so they recognise their responsibilities to safeguard children, young people and adults
3. To comply with safer recruitment principles for volunteers and paid staff in cricket
4. To develop clear and timely methods of communication to CCB and clubs, disseminating key safeguarding information
5. To respond appropriately to safeguarding concerns and incidents

League Meetings and Club Forums

In March I will be attending the planned club forums and main League meetings to communicate the main issues before the start of the season

Safeguarding cases

Tahir AMIN – captain from Knutsford CC was sentenced to a 12-month community order at court on 23rd January 2020 for possession of indecent images.

He will be on the Sex offenders register for a period of 5 Years and is subject to a Sex Harm Prevention Order which will last for 5 years

He is barred from working with children and currently suspended from all cricketing activities.

Julie Rafferty, County Welfare Officer

Appendix 2

Cheshire ECB CA – Feb 2020

Exact membership unknown until March as the ECB go through their annual paper shift. It is envisaged to remain around 400. I will update once a new affiliation list has been sent. Cheshire ECB CA remains prominent both on and off course. Membership is being pushed on the current Foundation 1 courses and members have two CPD opportunities in Feb/March. We remain compliant with ECB in order to receive our annual rebate.

Areas of compliance

Two annual masterclasses / Hold at Two committee meetings / Regular Communication with our members / CPD Opportunities

ECB Coaching Ambassador Scheme

Aims

- Recruit new coaches to satisfy the game's demand for players to be coached
- Being an advocate - Share information with coaches and represent their interests
- Unlocking potential to help coaches understand their opportunities within the ECB Coach Development pathways, take responsibility for their own development and therefore unlock their potential

Benefits and Support

- A valued member of the coaching family and integral part of the county team
- Frequent liaison with County Coach Development Manager
- Local county board and/or county cricket club support (e.g. tickets, discounted clothing, WhatsApp group etc...)
- Subsidised CPD opportunities supported by counties
- Reward and recognition in county and through a new category in ECB Coach Awards

National lead, David Leighton has been off sick for several months and no one currently driving the programme nationally. The aim is that we draw up our own list of Coaching Ambassadors, but this may take some time before a complete list has been drawn up.

Formal Coach Education – Level 2 Course Numbers – from Jan 2020

Wilmslow Jan – Coaching Children - Full

New Foundation 1 Course (max no 18)

Grange School – Nov 2019 – Completed (Full course)

Wilmslow 1 – 1st Feb – Full; Wilmslow 2 - 8th Feb – Full; Wilmslow 3 (women only) – 12

Wilmslow 4 – 1 March – Full; Wilmslow 5 – 7 March – Full; Wilmslow 6 - 8 March – Full

Birkenhead Park CC – 21 April – Full

Graeme Rickman
Coach Development Manager