



CORNWALL CRICKET BOARD LIMITED

Chair: Mr Derek Law, MBE
Secretary: Michelle Kent
admin@cornwallcricket.co.uk



Tuesday 21st November 2023 at 6.00 pm

Present: J Skinner (JS), P Howells (PH), D Law (DL), T Law (TL), D Peel (DP), D Price (DPr), A Widdison (AW), T Heayn (TH), J Stephens (JSt)

Apologies: R Trethowan (RT), S Dee (SD)

Other attendees:

Start: 6.00pm

1. JS formally appointed DL as Chair.

Prop: TL

Seconded: PH

Unanimously voted in.

DL thanked everyone for having faith in him. Looking forward to getting started. Open to feedback from anyone.

2. Minutes/ Matters arising.

True & accurate record

Trans/disparity policy – Cornwall led a discussion with similar sized counties, and all agreed to support Cornwall feeding back to the ECB. Kate Aldridge, ECB EDI Director agreed to take it to the ECB to discuss the concerns.

3. Finance (PH)

3.1 September position not dissimilar to our overall position. Some income due for this quarter is not shown such as the disability payment from Lords Taverns which has now arrived: More expenditure due to an increase in CAG staff costs, necessary to enable the programme and summer matches to run.

PH, showed a budget forecast in a graph. A gap in funds but PH explained that a pot is being held and released when necessary to make the gap up. The forecast is to break even over the year. DL asked was the expenditure due to a natural increase in the last 12 months due to cost of living and the fact that we have employed new staff members.

The ECB will be providing the EDI Hardship funding again which is 28K and approximately 18.5k linked to PRFP but unsure yet as to the timescale on that.

A discussion was had on an accruals system of budgeting to know our precise financial position at any point in the year. The graph was a good addition of the report.

Do we reset to zero at the end of the financial year? Cash in advance is held back until there is a need to draw it down which will then lead to a close in the gap.



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Tuesday 21st November 2023 at 6.00 pm

Does anyone manage our reserve portfolio? We have two Aldermore accounts which hold our savings on a fixed rate.

For financial management there is a need to form a reserves policy explaining what would happen and how long the reserves would last if we ended up in a similar situation to the pandemic. It was agreed to scope out similar sized counties to see what they have and do.

Andy Fairburn from the ECB felt we had good reserves and therefore could increase our staffing levels.

21.11.2023 Actioned: JS to email other Counties to see what their status is.

Discussion over our annual payments from the ECB can be made for more than 1 year at a time so that budgets can be planned better, ECB know that Counties would like more security. DP asked when will our budget setting start. JS explained the process is beginning now and will be ratified at the AGM which is normally April time. DP - may be good that there is more than 1 budget. With a negative scenario budget and a positive scenario budget.

3.2 Bookkeeping & Payroll – JS stated that at the minute there are some inconsistencies with Bishop Fleming. MK and JS met with Seacrest Accountancy to see if we can save money and make the bookkeeping element much more manageable. So much more that we can do through Xero which would save MK a lot of time regarding invoicing and reconciliation. As part of due diligence will go out to tender and get quotes from other accountancy firms. DPr some slight risk if she is a sole trader and should become ill etc; how would we then manage. TH mentioned that payroll could be done through Xero so therefore maybe that we could manage. DP maybe worth asking other counties what they use.

A simple list of what exactly we want when going out for tender.

21.11.2023 Actioned: TL to send out a tender document that can be used as a template.

4. Safeguarding (AW)

Sarah Fox has been appointed in the county safeguarding role. 1st safe hands course has been run ahead of 2024.

ECB from a spare pot of money have allocated 13.5k as a one-off payment to support areas of deprivation. Needs to be a programme that can be sustainable. JS explained that his idea would be for the new Pathway Role to set up 2 hubs in low deprivation areas. Cornwall have spoken to the MCC who are keen for Cornwall to have 2 MCC girls' hubs but to make things equitable this pot of money could be equitable by opening boys' hubs.

Another idea of using cricket for the social good. People's wellbeing, mental health by introducing walking cricket and encouraging the older generation by introducing people back into clubs if they are lonely and then in time could support umpiring or upkeep of grounds. This links into the EDI action plan. DP highlighted a small risk may be that with a small



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Tuesday 21st November 2023 at 6.00 pm

amount of money to start the programme; how easy is it to remain sustainable for later years.

5. CCB disciplinary (Tim)

The League did not want to manage the disciplinary process for 2024 and will only focus on League cricket. This will impact on other organisations as they need to set up their own disciplinary process ahead of the 2024 season.

Clubs will have to affiliate to the Board which will then allow them to play in the league and competitions. Clubs will need to meet certain criteria such as constitution, qualified safeguarding officer, policy adoption, etc.

JS stated that Robert Jobson has offered his support to disciplinary for 2024.

DP suggested could there be 1 disciplinary body that covers everything. All felt this could be a good idea.

21.11.2023 Actioned: TL to write paper with support of DP ahead of Jan recreational meeting.

ECB have brought in a low-level reporting system which is not accessible to the public. So, clubs and the league can log an incident through to Sarah Fox.

6 Priorities for CPA linked into Smartsheet (Joe)

Smartsheet deadline of 31st January. Need to set our strategic priorities for 2024/25. AW safeguarding should always be a strategic priority. DP suggested that maybe we could make it broader by making it a higher prevention.

AW communication to be placed on the priority list. TL indicated this would lead well to the plan of single voice for Cornwall.

JS suggested larger strategic areas are: CCB strategic plan, facilities strategy, EDI action plan, girls cricket growth, disability super 9s, increase coaching workforce.

DP felt that business infrastructure should be a priority.

DL explained his understanding of strategic strategy is more long-term projects should be separated from strategic priorities. Annual actions lead onto strategic outcomes.

DPr – more like deliverables over 12 months as well as setting annual targets.

21.11.2023 Actioned: TL to send the last draft of the strategic plan to JS/DL.



CORNWALL CRICKET BOARD LIMITED

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Tuesday 21st November 2023 at 6.00 pm

7 Director mentoring proposal (Joe)

JS explained that at the last team meeting it came to light that staff didn't understand the purpose of the board which then linked to a lack of knowing the directors. Suggestion that directors are paired up with a member of staff that on a semi regular basis to touch base and discuss if they have any issues or concerns. JS has allocated directors a member of staff.

AW could we call it colleague support rather than mentoring.

Maybe necessary to form a loose informal contract on what is expected from both parties.

Action: DP send template informal mentoring agreement to JS

Is it possible to have a staff weekly meeting. But JS and MK explained this isn't practical with members of staff being in schools etc.

A weekly email stating what positives there have been in the week, or even a pod cast, videos.

JSt – Somerset CCC have been a real support. Paul Tweddle mentoring CH, really helping him.

DL suggested board support as a title.

8. Staff Recruitment (Joe)

CAG Professional Paper – paper was shared on Drive regarding the position for an assistant to Chris Hunkin. Will be a full-time contract. The position can use income from the ECB and from other areas, such as parents, MCC hubs 1:1 and EDI income, it should minimise the use of the board's reserves.

Before agreeing to the proposal, AW would like to take some time to look at the finer details to see if there would be a strain on their facilities.

21.11.2023 Actioned: All to feedback to JS by Friday 1st December

Provisionally agree unless any negative feedback or questions for change. DPr suggested that having a fixed term contract could minimise the talent pool of those applying.

Club Development Position – this is needed and will be readvertised. DPr again may need to word the advert again so not a fixed term contract.



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Tuesday 21st November 2023 at 6.00 pm

21.11.2023 Actioned: JS to start the recruitment process.

9. Trademark Update (Adam)

No reply from the other party for some time. Will leave now unless they get back in touch.

21.11.2023 Actioned: JS to add Trademark to risk register.

10. Governance Geek (DP)

DP outlined that she has a conflict of interest with this discussion but explained about her business (Governance Geek) in that she analyses businesses and board skills and demographics to find out where there are gaps. This would be delivered free of charge as a trial, normal price £500. Pitched at smaller entities rather than larger businesses. Shouldn't take more than 10 mins per board member, 30 mins per chair, and a little longer for JS. Could use this process as a basis for appraisals.

AW queried GDPR, how long will she keep personal data. DP explained she is a registered company with insurance etc and so she is legally able to keep the data for 14 years.

DL asked whether it would be something that could be expanded to in person. DP explained that the online simple process is what they specialise in at the minute and is what is good for businesses in the busy world.

DP agreed to leave the room to allow Directors to discuss the proposal, not required.

All agreed for DP to trail with the CCB board of directors.

12. Foundation/CIC initial discussion

Guy Price (ECB) wrote a paper as a conversational starter. Keen that boards become trusts/foundations. Only 8 boards left that haven't become a foundation/trust/charity status.

JS suggested a smaller working group is formed to discuss the possibilities.

TL for clarification purposes the choice is either charity/CIC.

TCG would like to become charitable as will open available grants to her. At the minute this not possible as the Trust is not working.



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Tuesday 21st November 2023 at 6.00 pm

21.11.2023 Actioned: TL, DL, DPr, DP, AW, JS to have an interim meeting to discuss.

Date of next meeting: Mon 22nd January 2024

Meeting closed 8.43pm

Signed.....(Chair)

Date.....

Actions Table

Date	Action	Progress
21.11.2023	JS to email other Counties to see what their status is.	
21.11.2023	TL to send out a tender document that can be used as a template	
21.11.2023	TL to write paper with support of DP ahead of Jan recreational meeting.	
21.11.2023	TL to send the last draft of the strategic plan to JS/DL	
21.11.2023	DP send template informal mentoring agreement to JS	
21.11.2023	All to feedback to JS by Friday 1 st December	
21.11.2023	JS to start the recruitment process for the Club Development Officer	
21.11.2023	JS to add Trademark to risk register	
21.11.2023	TL, DL, DPr, DP, AW, JS to have an interim meeting to discuss.	