



## CORNWALL CRICKET BOARD LIMITED

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



### Minutes of CCB Board Meeting

Monday 16<sup>th</sup> September at 6.00 pm

**Present:** J Skinner (JS), D Law (DL) (Chair), D Price (DPr), T Law (TL), S Dee (SD), A Widdison (AW), T Heayn (TH), P Howells (PH)

**Online:** D Peel (DP)

**Other Attendees:** T Chapman-Gunner (TCG)

**Apologies:** R Trethowan (RT)

**Start:** 6.04pm

#### 1. Minutes/matters arising

No matters arising. Minutes signed as an accurate record.

#### 2. Finance (PH)

Not spending as quickly as thought we would. Income against the budget tracking up 15k and expenditure against budget tracking down 15k.

Across most areas we are above or level with where we'd expect to be. Tracking behind fundraising/donations and a little behind on staffing. Been a loss of 11.5K rather than the predicted 38k. Significant reserves.

JS explained there have been 2 interested in DoF role. Shown interest strategically but not operational. 1 potential is Carl Simpkins who could come in and meet with JS, PH, DL, TL to see where we are at. Possible that a paid position in the office is the way forward. Devon Foundation pay 6.5K annually for a 1 day a week position which was suggested was good value for money and almost too cheap. Somerset CCC pay 10.5k a year for 2 days a week. DL suggested that obtaining charitable status could make things slightly more complicated so would need to be done correctly.

Agreed to move forward with writing a job description for the financial advisor position. AW suggested could be perfect for a retired person or as suggested by TH a family person who just would like to work part time. TH consultancy could be the way forward if hours could change at certain times of the year.

Action: JS to write job description and circulate

DPr suggested pitching at 10-12k for 2 days a week. DP asked if there were any shared services from the ECB, JS explained this was a no. DP will investigate any support the Cornwall FA could give.

May need to relook at reserve figures at the next meeting as reserves are more than what was agreed. TL money left could be invested in either new staff roles or in investments.

JS confirmed that none of the assets are ringfenced for certain projects so can be used as we see fit.

Action: Discuss at next meeting

Some concern that is Nov too soon for discussion with the possible new operational person only just in place. JS will meet with Carl in the next month and see how it goes.

DL if things are not achievable then we can hang on.

### **3. Fundraising Strategy – Tamsin Chapman-Gunner**

TCG was present to present to the Board about her positives and barriers when it comes to fundraising and sponsorship. She has just helped secure full funding for a new project from the National Lottery. Funding is for LGBTQ+ events across the County run by Kellie Williams.

She explained that some things have been done on a trial an error basis as not been done before but she is in the process of writing the next fundraising strategy.

Negative feedback when searching for sponsors; hasn't been about the amount we are asking for but about our visibility. Partially due to having difficulties getting photo release forms completed.

Potential need for some investment in equipment for video recording etc

JS suggested there could be some budget for equipment. DPr could look at equipment being an investment. What context does she need it in and what outcome will it cause, needs to be strategic.

Have been offered £500 for a shirt sponsor (WPA), potentially good to accept as with 1 out there could mean other businesses will follow.

There has been a social media increase and newsletter open rate is above average. Events have not been a success, but this could change once we obtain charitable status.

Out of the 3 projects that have been bid for; only the centre redecoration failed. Crowdfunder and LGBTQ+ project a success. For the best opportunity in being successful with grants; specific information is needed. Have decided not to renew with the Chamber of Commerce but stay with Sports Partnerships as they will be providing a photographer for our sponsors evening on 15<sup>th</sup> October. Specific requests to businesses at end of their financial year could improve chances of sponsorship.

Lack of communication as people are so busy does cause barriers as grant applications have deadlines and timelines. Things being left to the last minute won't work. TCG explained she has set up a CRM for a few charities which could help hugely. Provides reminders when things are due, helps with data capturing. Good to have a chat with TL and what CRM was used in his previous role. Miss out on data collection due to the ECB systems.

TL made clear how important that the 1 voice we want for Cornwall Cricket filters to promoting of things, league successes, youth successes can still be celebrated through TCG with her there taking pictures etc if she knew about them.

Been up against things with not being a charity but have got new sponsorship packages, impact report and 2 sponsor evenings arranged so fingers crossed.

DL asked TCG to make sure she let the board know of what she needs in way of support.

She suggested an away day where staff and directors could work together in problem solving and working together. TL suggested content gathering training which every member of staff at Shelterbox had to complete. Could be worth looking into.

4. **Staff/programme Reports (Paper/Questions)** – from the paper fees need to be reduced, a lot of zero-hour contracts being used for casual coaches. Staff to present their roles at a Board meeting, 10-minute slot.

DP posed the question do we need a new staff structure, something to look at when we plan the new strategy. Looks like Cornwall will be awarded tier 3 status if we can meet requirements.

## 5 **CCB/ECB CPA**

5.1 – CPA 2.0 (JS) – Part of the CPA to get more female directors/trustees but deadline would be 2026 for example. To become a gold standard County DL would review each director.

DPr discussed a job description that the ECB are advertising for which could suggest a kind of restructure.

5.2 – Strategic Planning (TL) – Areas that need to improve in CPA 2.0 need to be put in the strategy and then report back to the ECB. Strategy is what the Board want to do whereas the CPA 2.0 more for reporting to ECB. Need to share the strategy with the member organisations Nov or before in writing. DPr supported the paper but just focus on quantifiable outcomes.

AW add a piece about safeguarding. Also, KPIs need to be measurable. Community essential at the heart of it but mentioning about transport support to get people to clubs. TL will set the framework and work with staff and member organisations. JS to list who our partners are. TH be careful who it impacts on, ensure that the right people get informed.

**Action: Any other questions for TL to email**

5.3 – Charitable Status – (Paper – TL) – going for a limited company with charitable status hopefully by the AGM next year. Everyone agreed.

**Action: JS to get 2 solicitor quotes for the process**

**6. Staff/Programme Reports (paper/questions)**

Any comments email JS

**7. Safeguarding (AW)**

No specific points

**8. Equity Diversity Inclusion (JS)**

LGBTQ+ project fully funded. MCCF – no breakdown of budget but will be starting up 4 MCC hubs. Walking cricket has so far not worked.

DPr asked if it was a risk that no DDO is in place. JS confirmed that everything will begin in October as planned.

**9. CCB Recruitment**

9.1 – Director of finance – covered earlier in the meeting

9.2 – Marketing communications & fundraising – Joanne Stinton was invited to the meeting but didn't respond. Invite to compete a formal application with her marketing expertise. Could be co-opted on now or wait until the AGM and become a non-executive director.

**10. Gray Nicolls – Contract Renewal (JS)**

Been asked to renew a 4 year contract a year early. Free of charge allocation will be 5k, 2k, 5k, 2k. Consult with CCCC. If a club or school go to Gray Nicolls for kit, then we will get a monetary reward. Annually 1K given to a deserving volunteer. All agreed to the new contract.

**10. AOB**

TL discipline in the recreational game not in a good place. Action is needed on how best to tackle the behaviour. Foul language must be called out, needs to be reported every time.

AW lower leagues where the main issue is as have player umpires, should be called out through the captains. Should be raised and emphasised at the pre-season captains meeting.

JS suggested discussion could be had in whether to name and shame offenders like the FA do.

SD off field behaviour and language is also poor, also needs reporting.

PH people in the game speak and know what hasn't happened about an incident rather than what has.

**Date of next meeting: 11<sup>th</sup> November 2024**

**Meeting closed: 8.09pm**

Signed.....(Chair)

Date.....

Finance	JS to write job description for finance admin role & circulate
Strategic planning	Any questions email TL
Charitable Status	JS to get 2 quotes to start the process