



CORNWALL CRICKET BOARD LIMITED

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

Minutes of CCB Board Meeting

Monday 18th November at 6.00 pm



Present: J Skinner (JS), D Law (DL) (Chair), T Heayn (TH), M Kent (secretary)

Online: D Price (DPr), S Dee (SD), T Law (TL)

Apologies: D Peel (DP), A Widdison (AW), P Howells (PH)

Start: 6.01pm

1. Minutes/matters arising

Minutes approved. JS explained that Sam Hosking finance officer started today. Keen and proactive. Any future communications to Jon Lambert through his personal email address.

3. Finance (PH)

With PH absent, JS presented the finance update. Money is correct in the accounts, but some has been reconciled wrongly. From now on things should be more accurate. We are in a strong financial position. Chance to reinvest one lot of savings as the term is up. Research into the best place to invest.

More money due from the ECB on EDI education for staff. Challenged back as due to out of county courses Cornwall's amount may not cover. We have been allocated tier 3 for the women's game which will generate some extra money. Potentially that needs to be a set manager, coach and scorer. Also, an EEP program for U13 girls is to start in October 2026.

DL confident in Sams knowledge moving forward with finance. TL stated it is a great position to be in and to go out to investment companies to find out where best to invest. 4

3.3 Policies - Finance policy ready to approve. CCO can make 2 payments of £2000 a month without needing board approval. PM/finance manager £1000 twice a month. Anything above to be approved by CCO. Not more than £100 cash to be in the office and cheques to be banked fortnightly.

All agreed to adopt.

Related party policy, make sure everything transparent and then all happy to approve.

Grant making policy, TCG to look over. Leave in draft form until then.

Investments policy, up to the trustees to ensure money is invested correctly. Leave in draft form for now. TL suggested a tender process for investments. DL agreed would be a good project for Sam.

DPr suggested that could be a good idea that the investment and reserves to be read together.

TL asked if a finance analysis had been done to determine the increase in National Insurance will affect CCB. JS confirmed nothing had been researched yet.

Action: JS to run a finance analysis

4. CCB/ECB CPA

4.1 – Strategic Planning (JS) – Document is in the planning stage and targets are in the process of being set. It is an operational action plan, where staff are working towards their actions over the next 2 weeks.

JS suggested that an online platform such as Click up could be a good investment, allows action plans to be accessed easily and progress tracked. Cost approx. £150 per month with an initial spend on getting it set up properly. Upfront investment but would act as a strategic tool and would help club development planning. Could then link the annual health check.

JS will try and confirm with the ECB if their own system will come into play before investing in our own.

TH, ultimately the ECB may have a basic extraction programme such as 'SharePoint' but unlikely that ECB will invest in a program that big.

Action: JS to meet click up, Oxfordshire CCC and an FA expert. Investigate 3 providers and present at next meeting.

4.2 – Charitable Status Update (JS) – confirmed with Stephens Scown to go ahead with the process. Just under £4k. 1st set of articles of association being written. Able to have 2 drafts then the 3rd must be approved.

Need to be approved and sign off in January meeting so EGM needed (21 days' notice needed) Official approval from the Charities Commission could take up to 12 weeks. DL explained that trying to keep our articles of association like ones that have already been approved so less likely for them to not be approved. Have been advised to set up a subsidiary company.

TL enquired about winding up the CCT. JS has spoken Martin Davies who is happy to contact other Trustees to get their approval and get the ball rolling.

Action: all to read and email JS any feedback by 29th November.

5 Staff/programme reports (paper/questions)

Recent positives are the MCCF and street cricket. Discovered that the issues with emails landing have now been sorted.

Flash reports at staff meetings are working well. Support structure in place if staff numbers are low.

Discussion around TCG due to dropping one day's work to focus on family but has started up her own charity. DPr suggested worth a discussion with her regarding her employment contract and monitoring.

Action: JS to have a discussion with TCG

JS suggested that marketing and communication is now a bigger role and potentially a role separate to the combination role that's in place at the minute.

TH suggested that once charitable status occurs, could be a shift in roles.

TL mentioned is it worth mapping out what roles are needed regarding paid staff.

SD commented that important to get the right people in the right role. Communication is a large role.

Action: TL, DL, JS, DPr to meet to discuss what roles would be needed.

Action: JS to discuss with Devon and other counties how their marketing & fundraising roles work.

6. Safeguarding (SF)

Nothing additional to add over staff report.

TH commented there may be an update on the RG report.

Safeguarding audit took place and Cornwall are 100% compliant. SF has met with all CAG groups and disability to make herself known to everyone.

7. Equity Diversion Inclusion (JS)

1 live situation. Anonymous complaint EDI's complaint against Cornwall Cricket Board's holistic delivery to women's cricket, including social media. Response has been compiled by Jane Law.

Positives in new programmes regarding EDI. TL wanted to state that in the recreational meetings focus is more on women and girls and disability compared to Saturday men's cricket.

8. CCB Recruitment (JS)

Wayne Bilkey and Ellie Mitchell employed on a job share. EM role being built to support CAG and schools' delivery.

No update on finding a marketing/fundraising director.

9. AOB

TH are we meeting deadlines. TL mentioned that the deadline was set for March. Feedback will be given at the next rec meeting.

JS is meeting with Nick George of the County Club on 19th November. Met with Dary Pentecost of the umpires last week.

Women's plan was discussed at the forum. All agreed on 1 league. NM, KW & JS to come up with 2 proposals, go out for discussion and players to approve.

TL, unbiased approach at recreational meetings on what to prioritise and always prioritise what we do well.

Action: MK & JS to set dates for 2025 Board meetings.

Date of next meeting: 20th January 2025

Meeting closed: 7.31pm

Signed.....(Chair)

Date.....