



Capel Cricket Club
Committee Meeting Minutes
Tuesday 12th March 2024
Pavilion 7.30pm

Attendees: Chris Parker, Jon Stronell, Ewan Mackenzie, Hugh Patterson, Nicole Ruegsegger, Norman Walke, Will Wright, Julie Sanders.

Apologies received: Matt Barwick, Ryan Walmsley, Alex Stevenson, Carole Stevenson, Grant Cooper, Hugh Patterson, Tom Stronell.

Main Discussion Points:

- On approval of February Committee Minutes
 - EM asked for minutes to be corrected to state that EM had clarified the scope of the Safeguarding role to be defined based on protection of Children & Vulnerable adults
- Discussed the practice of reviewing the last months Whatsapp committee chat – Proposed to ask Secretary to filter out items that were ‘open’ and required additional committee discussion.
- Banks Account was reported at £7,633. JS noted this is below the safety net figure of £10k that had been previously agreed as a guideline fighting fund. Committee noted this but also highlighted upcoming membership renewals that should boost funds.
- Revisited the topic of Committee job descriptions. JonS to circulate Bim’s previous R&R document.
- Regards club open day – reconfirmed the schedule (weather permitting) would be 2 inter-club games : Softball game followed by hardball game. BBQ in the afternoon – possible St. Georges Day theme.
- CP read out GC’s written updates:
 - *Bank Mandate –Five months on from taking the role I still do not have any access to our Barclays account. I completed the necessary forms at the start of January and have heard nothing. I am afraid I am entirely relying on the existing mandate owners (Alex/Pauline) to progress this.*
 - *Cash tracking – Thanks for the Excel tracking of cash prepared by Carole and Norman. I’ve confirmed that works/reconciles so far for 2024. If you are happy to keep that analysis ongoing then I am ok that with us continuing to take cash. (No need to have two separate out bar cash and cash holding accounts if it makes it easier.)*
 - *Audit of 2023 financials – I have met with Claire Holly and gone through the 2023 financials with her. A few items:*
 - *We agreed that the two reconciliation differences would be written-off to stock purchases since that is where they most likely arose (£321 difference between cash per quick books vs actual cash at 31 Dec, and bar stock held balance of £265 which was meant to be reduced to zero.)*
 - *I will remove the roller from fixed assets and expense in 2023 and set up the loan as a creditor in the books. (Not yet done.)*

- *I need to provide a few explanations on variance 2023 vs 2022 which I may reach out to a few of you about.*
- *Physical files – As discussed in our February committee meeting, I have disposed of almost all of the physical historic files. I have retained files relating to the Pavilion and I will bring those in at a later point so they can be stored in the pavilion loft. I will try to go to paperless record keeping going forward.*
- *Cash projection for 2024 – In our February committee meeting I said I would look into this but I have not been able to do so yet.*
- *Contingency fund - In our February committee meeting we discussed maintaining a minimum level of cash as a contingency fund given recent surprising/expensive costs such as mower and roller. There was a suggestion to put this into a separate bank account. Given the major problems changing mandates I do not support this – instead let's just commit to keep the Barclays account above a minimum level.*
- JulieS noted a potential grant that may be available – will send details to WW
- WW noted sponsorship discussions with Castle Refrigeration and a lead from Tara.
- EM provided updates on Safeguarding
 - EM still not on Safehands System and unable to validate DBS list. EM to follow up again with CS.
 - EM to update Club Policy documents (at a minimum the Safeguarding Officer name will need to be changed)
 - EM confirmed guidelines on transporting juniors – essentially Club Officers should not offer lifts.
 - EM noted that there should be changing room segregation between adults/juniors and that there should be a “no mobile phone usage” policy in changing rooms - CP to organise changing room sign.
 - EM asked about the process for obtaining Junior Contact details. JS to confirm process and engage with coaches to ensure they have access to contacts.
- JulieS provided updates on Softball team:
 - First league home Softball festival will be Sunday 12th May
 - Julie requested we organise BBQ and possibly Music
 - Julie noted the need to secure volunteers for Scoring/Umpiring
 - Julie enquired about training kit – WW confirmed it is still available from Kent Cricket – suggested that we send out a reminder of kit availability and set a deadline for orders (26th April was suggested).
- JonS noted
 - Membership renewal would be pushed out before next meeting.
 - JS will include a link to the fixture calendar.

NEXT Meeting - Tuesday 9th April