



MINUTES OF A CRICKET WALES BOARD MEETING HELD AT 10-30am ON THURSDAY 28th MAY 2020

VIA TELECONFERENCE CALL

Present: Rod Jones(RJ) (Chair); Tony Moss(AM); Leshia Hawkins (CEO); Hugh Morris(HM); Colin John(CJ); Sue Phelps(SP); Tariq Awan (TA); Huw Morgan(DHM); Kerry Lloyd(KL); Mark Frost(MF); Ieuan Watkins (IW); Sian Webber (SW); Richard Penney(RP); Tim Masters (TM); Jeff Bird (JRB);

1. **Welcome:** RJ welcomed all to the meeting
2. **Apologies for absence:** Apologies for absence were received from Jennifer Owen Adams and Susie Osborne.
3. **Declaration of Interest:** None
4. **Minutes:** The minutes of the 27th February 2020 Board meeting (distributed previously) were accepted as a true record and were signed accordingly by the Chair.
5. **Matters arising:**
 - 5.1. **ECB Board Meeting in Wales:** RJ advised the meeting that due to the current COVID-19 situation, the planned ECB Board meeting in Wales had been postponed until 2021 (date to be agreed).
 - 5.2. **Pathway Travel Costs:** In response to a query by RJ, HM said that the decision regarding the reimbursement of travel costs for Pathway players by Glamorgan CCC had yet to be finalised. HM would report back at the July meeting.

Action: HM to report on reimbursement of travel costs for Pathway players.
 - 5.3. **Transition to Clubs:** RJ asked MF whether any progress had been made on the proposed initiative to encourage All Stars / Dynamos to move into club cricket. MF replied that due to the lockdown, this initiative had been put on hold, but was ready to go when the lockdown is lifted.
6. **Safeguarding Report:** Prior to the meeting, IW distributed his Safeguarding Update:
 - 6.1. **Safe Hands Portal:** IW advised the meeting that since distributing his report he had attended further meetings regarding the Safe Hands Portal and reported that he expected to have access to the Portal by the end of next week.
7. **Chair's Report:**
 - 7.1. RJ commented on the fact that there was no mention of COVID-19 in the February minutes illustrating how our lives have changed so dramatically in such a short space of time and there is still great uncertainty around the resumption date of any recreational cricket. RJ reported that 19 of the 25 salaried staff had been furloughed under the Government scheme along with a number of our casual workers. RJ congratulated the remaining staff members who continue to provide an excellent service on behalf of Cricket Wales

particularly the Area Managers who have guided their clubs through the loan applications process with great success.

7.2. RJ acknowledged the assistance of the Furlough scheme which has allowed CW to avoid the need for immediate and possibly significant cost cutting measures including potential redundancies. RJ also recognised the financial support (guaranteed until the end of July) from ECB and Sport Wales which he hopes will ensure we are in a good position to restart operations whenever that date will be.

7.3. RJ informed the meeting that of the current Board members, TA and DHM were up for re-election this year in addition to the two Glamorgan CCC representative positions. RJ requested that Glamorgan CCC confirm the names of the representatives for the next twelve month term and also asked TA and DHM to advise him whether they would be seeking re-election for a further term in order that he can commence the re-election process in time for this year's AGM. RJ said he would like the AGM take place on the scheduled date (20th September) even if the meeting has to be conducted via teleconferencing and even if the Junior and Senior Council meetings are re-scheduled to a later date.

Action: RJ to commence Board Director election process.

- 8. CEO Report May 2020:** Prior to the meeting, LH had distributed a copy of her Board report. Points of discussion included:

8.1. Welsh Cup: LH said that, in all likelihood, the planned competition would not be able to be completed in its intended form this summer, but this would be messaged at the appropriate time.

8.2. Insport Accreditation: LH commented on the excellent work by Les Randall in progressing towards the Silver Standard Award. However, LH said that it is clear the whole organisation will need to be more involved in this effort to raise and embed awareness and confidence of dealing with Disability in Welsh Cricket.

8.3. Welsh Government: LH said that the First Minister is due to give another update on COVID-19 restrictions tomorrow which may give us a better understanding as to when some form of recreational cricket is likely to be able to recommence. LH advised the meeting that she had been involved with the WSA in gathering some principles as to how various groups of sporting bodies could resume activities. LH had requested that Cricket be included as an outdoor court sport (Group A) which will hopefully allow cricket nets to open as and when some restrictions are lifted.

8.4. ECB:

8.4.1. LH reported that she had been invited to join a group which is looking at how various age groups can return to cricket when given the go-ahead, with a draft plan to be released next month. TM added that when considering the "opportunity to play", the ECB needs to find a balance between the technical and social aspects of the game. HM said that provided we can adopt venues to conform to new regulations, there may be an opportunity for the Academy to recommence training. However, this would require some input and advice from IW with regards one-to-one training sessions.

Action: HM and IW to investigate possibility and format of Academy training sessions.

8.4.2. LH advised that ECB funding has been guaranteed until July with the level of any future funding being heavily reliant on whether-or-not international Cricket takes place this summer. TM said that, on the question of funding, a paper will be submitted to the ECB's Risk Committee next week. ECB's CEO Tom Harrison said that the organisation will face a potential loss of £380m if there is no cricket played at all this summer. HM said this would have massive implications for all areas of the game, but fortunately, recent developments indicate that there will be some international cricket this summer which will mitigate the loss significantly.

- 9. Employee Handbook and People Policies:** Prior to the meeting, LH distributed a number of documents for discussion.

9.1. Staff Handbook: LH explained that the current Staff Handbook had not been updated for a number of years and required both amendment to certain sections and additional procedures inserted. The proposals recommended for approval related to:

- New processes/protocol for hiring of casual staff and issue of zero hours contract.
- Annual leave policy with regards to notice required to take leave and carrying annual leave into a new A/L year.
- Changes to the expiration of TOIL and the granting of discretionary leave.
- Changes to leave requirements over the Christmas period, effectively allowing CEO discretion to close the office between Christmas and New Year and award those days as an extra annual leave to staff.

IW said that as changes are being made to the Handbook, it would be an appropriate opportunity to include an appropriate section with regards to Safeguarding Policy.

Following a detail discussion, all proposals were accepted.

Action: LH, MF and IW to consider Safeguarding requirements with regards changes / additions to personnel documentation

- 10. Club Support:** Prior to the meeting, LH distributed a paper which proposed that due to the impact of COVID-19, the league / club affiliation fee for 2020 should be reduced by 50% to £20 and to roll-over Junior Competition fees already received to next season.

10.1. Current Affiliation Fee: LH said the current fee of £40 had been fixed for over 10 years and was low compared to neighbouring counties where the fee ranged between £50 - £100. RJ said the feedback he had received from some Leagues was that they are more than happy to pay the full fee due this year as they recognised the outstanding support provided to clubs by MF and the Area Managers with regards loan applications to the various governing bodies to compensate for losses incurred during this unprecedented time.

10.2. Possible Changes to Future Affiliation Fees: The paper also invited the Board to discuss the merits of a change (raise) in affiliation fee and possible tiering of fee depending on the size/status of the club in the future (and possible value-add build-on options eg Glamorgan tickets). IW said that if changes are to be made, it is imperative that we make the leagues / clubs aware of what the benefits of affiliation really are.

The meeting accepted the proposals.

Action: LH and MF to present possible changes to affiliation fee tariff.

- 11. Financial Update:** Prior to the meeting, CJ distributed a copy of the draft year-end accounts as at 31st March 2020.

11.1. As forecasted at the last meeting, CJ reported a surplus of £30k for the year on a turnover of £1.5m which reverses the trend of small deficits in the previous two years and an improvement on the budgeted surplus of £3k.

11.2. CJ reported that current reserves stand at £268k which includes the balances from the WCA and the old Mid Wales Region. CJ said that in these uncertain times, it is currently impossible to prepare a budget for 2020 – 2021, although we will have to have something in place before the Auditors will sign off the accounts in August. The outcome from the ECB Board meeting on 12th June should provide us with more clarity to be able to finalise a budget. Depending on the future offers from our key funding partners, CJ said that we may have to utilise some of our reserves and at the recent Finance Committee meeting, it was agreed that the Reserves Policy would be updated to formulate the procedure for such a necessity. LH asked TM about the ECB's attitude towards County Board Reserves Policy. TM said it was a balance between having a sensible level of reserve against holding an excessive level of funds which could be spent on cricket activities. TM said that what the recent ECB cash flow exercise has shown, is the wide range of reserve balances held by the County Boards which may result in the ECB offering guidance to County Boards on prudent levels of reserve balances.

- 12. Managing Risk:** Prior to the meeting, LH distributed a paper which asked the Board to approve the new format for the Risk Register (also distributed), note and discuss its content, actions, risk owners and suggest any improvements they feel might be made. The Board was also asked to approve the proposal for the Risk Register to come to Board every 6 months, minimum, for information and discussion, with any necessary amendments made on an on-going basis.

12.1. HM queried whether the financial risk score should be higher given the current circumstances. LH acknowledged this point and agreed to consider this in further discussions with RJ.

Action: LH/RJ to consider risk level regarding financial exposure

12.2. LH advised the meeting that the Finance Committee had agreed to amend the existing Reserves Policy and Anti-Fraud Corruption Policy and these would be presented to the July Board meeting.

The meeting agreed to accept the proposals.

- 13. Commercial and Digital:** Prior to the meeting, LH distributed a paper requesting The Board to approve a pitch/tender process and associated re-allocation of budget to support a new website, and for the Exec to investigate the possibility of a modest brand refresh/modernisation to underpin the relaunch of the website and Cricket Wales' wider digital 'brand' ambitions

13.1. LH summarised the objective of this proposal as follows:

- Provides a long-term project to improve the commercial and digital prowess of Cricket Wales
- Replace our website which is currently not fit for purpose by end of August 2020 which will hopefully coincide with the restart of the recreational game.

- Apply tweaks to our existing brand image

13.2. RP asked whether this was an opportunity to obtain additional sponsorship. LH said that she did not think it would be a direct consequence, but it must make us a better attraction to potential sponsors.

13.3. LH requested that Matt Thompson be un-furloughed as of 1st June in order to assist on this project and the proposed re-budgeting exercise.

The meeting agreed to accept the proposals.

14. Working with Glamorgan Cricket:

14.1. LH reported that she was appreciative to HM for inviting her to attend the three times weekly Glamorgan Senior Management meetings.

14.2. HM said that while the Joint Strategy presentation to the ECB had went very well, due to the subsequent the impact of COVID-19, some of the content may need to be re-visited.

14.3. HM confirmed that the remaining insurance details of the Pathway Agreement were almost complete and should be finalised within the next few weeks.

RJ commented that the above all represented a strengthening of the relationship between CW and Glamorgan Cricket and that the joint strategy and pathway agreement created an environment for a positive relationship into the future based on mutual interest and trust.

15. Groups & Councils & Other Operational Reports: Three reports were distributed prior to the meeting.

15.1. Cricket Operations: MF was pleased to announce that to date, 99 clubs (£750k in total) had received some degree of funding from the various funds available to help them through the COVID-19 period of lockdown with a further 60 loan applications in the pipeline. MF praised the support given to clubs by the three Area Managers when submitting these applications.

15.2. Facilities Group: MF advised the meeting that he was only aware of one club that was unable to gain access to its ground as a result of the on-going lockdown situation. A few clubs were also experiencing issues with local authorities maintaining the existing facilities to an acceptable standard (e.g. frequency of grass cutting).

15.3. Welfare Council: IW reported an excellent attendance from the ECB and Glamorgan CC at the March Welfare Council meeting (minutes distributed prior to meeting) and he commented on the continuing collaboration with the ECB and the excellent work of the team of volunteers. As regards compliance issues, IW thanked the Area Managers and volunteer network for their support in this area.

16. Sub Committees: RJ reported that there was nothing to add to the document distributed prior to the meeting.

17. Dates of the 2020 meetings:

- a. 10.30am – 3-30pm Tuesday 28th July 2020
- b. 10-00am Sunday 20th September 2020 – Junior and Senior Councils and AGM
- c. 10.30am – 3-30pm Thursday 3rd December 2020

18. Any Other Business:

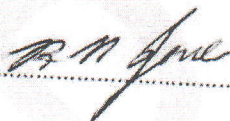
18.1. Senior Council: JRB questioned whether the Senior Council still had a role to play. RJ said that while he was prepared to discuss this point, he felt that the current Covid crisis had suggested to him that more communication across the various Leagues would be useful and was therefore of the opinion that the Senior Council, whilst maybe needing to become more dynamic and relevant was currently the only appropriate formal forum for such conversations.

18.2. Interim Board Meeting: LH said that under the current continually changing situation (particularly with respect to uncertainty regarding ECB funding beyond end July), there may be a need to arrange further Board meetings prior to the next scheduled meeting in late July. RJ agreed and said we should provisionally reserve a date in late June/early July which could then be reviewed dependent upon if, and when any new information becomes available.

18.3. RJ closed the meeting by asking LH to convey the Board's thanks and appreciation to the staff on their hard work during these difficult and unprecedented times, which has been reflected in the positive feedback that has been received from the cricket fraternity for the excellent support provided to them by Cricket Wales.

The meeting closed at 11-50am

SIGNED: Rod Jones.....



Date:

28/7/2020