

Pétanque England



Minutes of the Meeting of the Board of Directors held on Saturday 25th January 2020 at the Holiday Inn - Bloomsbury, Coram Street, London WC1N 1HT

Present:

Ken Buchan (KNB), Martin Hughes (MH), Alan Roden (AR), Ray Keemer-Richards (R K-R), Cary Bush (CB), David Mason (DM), Clive De Silva (CDS), Jim Marstin (JM), Bob Parker (BP), David Baxter (DB), Colin Roper (CR)

1 Apologies for Absence

Martin Eggleton (ME), Annette Eggleton (AE) and Kath Brooks (KB)

2 Minutes of the Previous Meeting

The previously circulated minutes of the meeting held on Saturday 26th October 2019 were approved as a true and correct record.

3 Matters Arising

None

4 Small Club Grant Application – Clymping PC

It was agreed that a grant of £148.80 be awarded to Clymping PC this being 50% of the costs of promotional banners, signs etc
[Attachment – Clymping PC Grant Application](#)

Action
KNB &
CB

It was also agreed that any future applications will be considered and agreed by the Sport Development Group

Action
KNB

5 Coaching Commission – Plans and Objectives for 2020

CR reported that there were currently 138 Club Coaches (category 1 coach). A Club Coach course was currently taking place in the Anglia region and one had been arranged for February in the Southern Region. A further Club Coach course in the Norther Region is being arranged. The course fee had been increased to £30 per person.

There were 12 Advanced Club coaches (category 2 coaches). CR had 12 applicants wishing to upgrade from Club Coach to Advanced Club Coach and an advanced workshop for these applicants was being arranged in the Heart of England Region.

CR also reported that there would be a launch presentation of the County Coach (category 3) course in early Spring 2020. 2 candidates were currently at an advanced stage in completing the required

modules for the County Coach qualification and there were a further 4 applicants wishing to start the process. The course fee had been set at £40.

The CEP was holding the second part of the Coaching for Coaches course in March in Luxembourg. CR hoped that he and Paul Lancaster would be able to attend. The skills and knowledge gained through the course would be utilised to improve regional and national coaching.

A new process for the assessment of club coaches was to be introduced in the late winter or spring with the object of maintaining coaching quality.

Regions were now being asked to submit a quarterly coaching report to the Coaching Commission.

CR indicated that it was possible to utilise coaching statistics from national ranking events at key regional coaching events.

The annual Coaching Commission meeting is planned for late April/May

Action
CR

CR pointed out that currently the manager of the DBS checking scheme was ME and that someone will have to be appointed to take over that role when he retires.

Action
Board

6 Umpiring Commission – Plans & Objectives for 2020

BP reported that an Umpires Examination would take place on 14/15th March to which all those who attended the course in November would be invited.

Action
BP

The Umpiring Executive were currently looking at the playing calendar with a view to appointing umpires for each of the national events.

RK-R asked if it would be possible to hold a Rules Awareness course. BP said that he would be willing to organise such a course if asked.

Action
BP

7 NPP – Appointment of Lead Members

On the recommendation of MH it was agreed that the following lead members would be appointed: -

Espoirs women	Paul Lancaster
Espoirs men	Colin Roper
(The lead members would be supported by David Mason and Keith Flack)	
Veterans	Clive de Silva
Senior Men	Martin Hughes
Juniors	Toni Gates

There was no recommendation regarding the appointment of a lead member for women although it was possible that one of our senior players may be willing to take the role on later in the year.

8 Finance – Player Contribution Debts / International Player Relief Scheme

RK-R reported that some confusion had arisen over the application of the International Player Relief Scheme. Several players had simply turned up at NYS events taking place in their own region without partnering juniors or providing coaching in the expectation that they would be paid the “coaching fee” for so doing. It was felt that this was not how the scheme was meant to operate. In order to clarify matters it was agreed that if the following players agreed to undertake a full day specified coaching activity outside their region agreed through CR, they would be paid £125 plus travelling expenses.: -

Action
CR

Claire White
Monty Quaia
Sofiane Lachani
Sarah Huntley
Emma Longstaff
Ollie Zimmerman
Reece Gould
Sam Blakey

No other international players would now be eligible for relief under the scheme.

9 Finance – Draft Accounts for 2019

CB presented the draft accounts for the year ended 31 December 2019 showing a deficit of £10,286 and reserves which had fallen to £17,739. Considerable expenses had been submitted at the year-end which had resulted in a loss which was greater than anticipated. Club registration fees had fallen off slightly but there had been an increase of 9% in individual membership fees. There was a significant reduction in miscellaneous income, most of which was attributable to a reduction in donations for the NYS. Income from players’ contributions was less because of the reduction from £500 to £250 in each player’s contribution for World championships. Although competition expenses had been reduced by 15% overall, the cost of kit had increased by £2,800 to £9,597. The cost of travel and meetings had increased by £8,108. This was substantially due to the high hotel and airfare costs of the world ladies and junior championships in Cambodia. The 44% increase in the cost of insurance was attributable to extra cover for personal accident, Data Protection liability and world-wide cover for third party liability. A provision of £1,000 had been made to cover audit costs. Sundry Creditors included an amount of about £6,000 due to the

kit supplier. CB also presented a table of results for the last 7 years showing that increasing deficits had been incurred in the last 3 years.

Attachments:

Draft Accounts for the year to 31 December 2019

Summary Profit and Loss Accounts for the years 2013 to 2019

10 Finance – Budget for 2020 – Subscription Recommendations for AGM

There was a general discussion as to whether the company should aim for a balanced budget for 2020 or plan to reduce and extinguish the deficit over a period of years. It was agreed that the Board would aim to achieve a balanced budget for 2020.

Some specific areas for savings were considered. It was noted that the 45p mileage rate for the reimbursement of car travel expenses far exceeded the estimated car operating costs of about 20p per mile. It was agreed that the recoverable mileage rate for car travel would be set at 22.5p per mile. DM also suggested that we should adopt a more efficient strategy in the appointment of organisers and umpires for events by recruiting volunteers locally.

Action
CB

Action
Events

The significant cost of kit was considered. It was suggested that international players should not automatically receive new kit unless they were representing England for the first time. It was noted that the unit cost of kit seemed to be expensive compared with other suppliers. There was a problem with the design of our current TOG 24 kit because the position of the logo on the back of the shirts did not conform to FIPJP requirements. It was agreed that MH be appointed to investigate possible cheaper kit providers, to review present practices for the supply of kit to players and to recommend a strategy that will reduce the annual kit costs to £6,000.

Action
MH

The NPP had produced schedules showing a budgeted expenditure of £26,245 for squad development and £20,000 for international representation. It was felt that this level of expenditure was unsustainable and that the squad development budgets should be reduced by about 20% and that PE should not enter all the available international championships. DM proposed that the budgets for squad development be reduced to the figures shown in the table below. DB proposed an amendment that PE should not finance attendance at the FIPJP men's triples in Switzerland or the CEP Women's triples in Spain thereby saving £3,500 for each. A summary of the proposals is shown below: -

	Squad Development			International Events		Total	
	NPP	Proposed		NPP	Proposed	NPP	Proposed
Juniors	9000	8000	CEP Boys	1500	1500		
			CEP Girls	1500	1500	12000	11000
Espoirs	3500	3000	CEP Men	1900	1900		
			CEP Women	1900	1900	7300	6800
Men	5200	3500	FIPJP Swiss	3500	0	9700	4500
			CEP Latvia*	1000	1000		
Women	5200	3500	CEP Spain	3500	0		
			CEP Latvia*	1000	1000	9700	4500
Vets	3345	2000				3345	2000
TOTAL	26,245	20,000		15,800	8,800	42,045	28,800

A proposal from MH that the squad development and championship proposals should be considered separately was carried 5 votes to 3

The proposal to reduce the squad development budget to £20,000 was carried unanimously and the proposal to withdraw from the FIPJP Men's championship and the CEP women's championship was carried 6 votes to 5 (MH asked that his vote against the proposal be minuted).

Attachments

NPP Squad Development Budget 2020 by Category CEP/FIJP Championships 2020 – estimated costs.

The proposed subscription recommendation for the AGM was discussed and it was noted that the subscription had not been increased in the last 3 years. Under the EPA long term financial planning it had been understood that we would increase the subscription every 2 years in increments of £2. An increase was therefore overdue and in the light of the ever-increasing deficits over the last three years it was agreed that the Board will propose an increase in the adult subscription of £3 to £25. It was agreed to make no proposal regarding any increase in the junior subscription.

11. NPP – 2020 Squad Development Plans for Age & Gender Groups

The detailed squad development plans will need to be revised in the light of planned budget constraints.

Action
NPP

MH will talk to those players who will be affected by the decision not to finance entries to the men's Worlds and women's European championships in order to explore what options are available. He suggested to the Board, and it was agreed, that the precise use of the revised 2020 budget allocated to the Men's and Women's should be a matter for discussion with the respective squads.

Action
MH

MH has a 70-page pack of championship reports which he is happy to provide to any Board member who is interested.

12. Proposal – Consultation Exercise for Future Funding of Championship Teams

It was agreed that MH would put together a form of wording for the approval of the Board to introduce our consultation exercise regarding the future funding of internationals. He felt that whoever is appointed as our new President should be involved in this exercise

Action
MH

13 AGM – Online Proxy Voting System

In order to avoid last year's problems about having to adjourn the AGM because there had been no quorum KNB had been exploring the possibility of outsourcing an online proxy voting system. He had received a quote of £825 to provide a satisfactory system which would provide security and confidentiality. DB had been experimenting with the Loveadmin membership system and had produced a proxy template which could be accessed under the "Events" section of the database. The process would not look as "professional" as the outsourced version and there could be complications about the submission of proxies by members with shared email addresses or who were linked to other members. It was agreed not to use the outside provider because the cost of using a commercial system outweighed the possible imperfections that might occur from using Loveadmin. DB agreed to test that linked members would not be excluded from voting.

Action
DB

In order to comply with our articles the following resolution was unanimously agreed by the Board:-

"A proxy notice will be deemed to be properly authenticated if it is submitted online by or on behalf of a member accessing the Company's database maintained by Loveadmin using the secure online access procedure assigned to that member"

14 AGM – Retirement of Directors by Rotation

KNB pointed out that we currently have 6 “elected” directors out of a maximum of 9. One third of the “elected” members have to retire each year and the 2 longest serving directors (also taking account of prior membership of the EPA MC) were Alan Roden (elected to the EPA MC on 29/03/14) and David Mason (elected to the EPA MC on 19/03/16). It was agreed that Alan Roden and David Mason be selected as the directors due to retire by rotation and that they should be recommended by the Board for re-election by the members. Annette Eggleton and Clive De Silva had been appointed directors by the Board on 20 April 2019, but this had increased the number of Board appointed directors to 7, one more than the maximum permitted by the articles. Annette was retiring at the AGM which would bring the number of Board appointed directors back to the maximum permitted but this would mean that the Board would not have the power to co-opt any directors to fill casual vacancies or for any other purpose. Accordingly, it was agreed that Clive De Silva’s appointment would be terminated as from the conclusion of the AGM but that he would be proposed by the Board for appointment by the members.

Action
KNB

15 Any Other Business

15.1 CEP Coaching for Coaches course

CR asked if the Board would sanction the costs of the attendance of himself and Paul Lancaster at the CEP Coaching course. The Board had no objection to this but the cost would have to come out of the Coaching budget.

Action
CR

15.2 Website

R K-R pointed out that one of the features of the new website was that it was supposed to give easy access to those with special interests to upload updates, but this did not appear to have happened. DB explained that this was a technical issue relating to our previous website host but now that we had changed website hosts it no longer applied. He would test a solution.

Action
DB

It was agreed that MH would arrange suitable training to all those who wanted access.

Action
MH

16 Date of Next Meeting

The next Board Meeting will be held on Saturday 28th March at 9.30 a.m. in The George Bradshaw Room at The Friends House, 173-177 Euston Road London NW1 2BJ

Action
Board