

Pétanque England



Minutes of the Meeting of the Board of Directors held on Saturday 21st November 2020 by videoconference

Present:

Clive De Silva (CDS), Ken Buchan (KB), Martin Hughes (MH), Alan Roden (AR), Ray Keemer-Richards (R K-R), Ajay Keemer-Richards (JK-R), Cary Bush (CB), David Baxter (DB), Colin Roper (CR), Christine Spray (CS), Toni Gates (TG)

In Attendance:

Gareth Sullivan (GS)

1 Apologies for Absence

Barry Wing, Bob Parker

2 Minutes of the Previous Meeting

The previously circulated minutes of the meeting held on 17th October 2020 were approved as a true and correct record subject to omitting Barry Wing from those present, replacing “Luke Ashby” with “Luke Ashford” in in the Matters Arising 3.1.and replacing £30,000 with £15,508 in Treasurer’s report in 4.1.

3 Matters Arising

3.1 Insurance

CB reported that he had received 7 queries from members following the issue of the latest newsletter. He was preparing responses to these queries in consultation with the brokers and would issue these within the week. He had been informed by the brokers that our renewal premium for the combined insurance policy excluding personal accident cover would amount to £10,000. He had been informed by a club with 50 members that they had procured their own personal liability insurance for £100. He had passed a copy of this policy to our brokers for their comments.

Action
CB

3.2 Safeguarding Policy

JK-R confirmed that the revised policy had now been uploaded to the website. She had enrolled on the safeguarding course and was on module 4

3.3 Lottery Licence.

KB reported that this could not be done online and he was in the process of submitting a written application.

Action
KB

3.4 Inter Regionals

CDS reported that IOW tours was in the process of being taken over. This should be completed by the first week of December and it should be possible to resume contact thereafter. Pontins was still in lockdown.

3.5 Tiered Membership Proposals

KB had offered to conduct a survey of clubs to elicit information regarding the number of non PE members and grass roots activity generally and was happy to carry on with this, RK-R felt that most clubs were not clear about what insurance cover they need or may have and asked if a clear summary of the cover provided by the PE Policy could be drawn up. CB volunteered to do this. DB had reviewed unlicensed league activity with JM and they had concluded that there were about 3,500 unlicensed players involved in these leagues. He was of the view that finalising the “value proposition” was an essential prerequisite to “selling” PE associate membership to unlicensed leagues and he suggested that it should be in the action plan and that someone be deputed to carry it through. DB also suggested that there should be a value proposition to Regions to offset the loss of regional precepts if there was a significant downgrading to Associate Membership. It was agreed that CB, DB and RK-R would get together to develop a “Value proposition”

Action
KB

Action
CB

Action
CB,
DB,
RK-R

3.6 Attendance & Incident Logs

DB reported that he had obtained a slightly updated quotation of £2,000 for the supply of attendance and incident logs to include the cost of archive folders and postage. GS thought that the cost was excessive when the same outcome could be achieved by providing clubs with logs which could be downloaded from the website, CB considered it to be essential for clubs to maintain logs to be insurance compliant. AR thought that clubs needed to be “spoon fed” in order to ensure that they maintained the logs. CD-S regretted that only one quote had been obtained. DB’s proposal was accepted by 7 votes to 5

Action
DB

4 Action Plans

CD-S had yet to receive action plans from the Umpiring Commission and the Men’s and Ladies’ section of the NPP but would be issuing the combined action plans to the Board on 27th November.

Action
C-DS

5 Finance.

5.1 2020 Forecast

CB presented an updated forecast for 2020 showing a predicted surplus of £26,787. Last month’s predicted surplus of £15,206 had been increased because most of the NPP allocations were now no longer required.

5.2 2021 Budgets

CB presented a budget for 2021 based on past expenditure patterns showing a net deficit of £27,438. A table showing the sensitivity to different membership levels indicated that a membership level of 3,172

would be required to break even. If membership levels dropped to 1,500 the estimated deficit would increase to £39,251.

5.3 2020 Balance Sheet

CB presented a current balance sheet showing net tangible assets of £586 and current assets of £80,293 including cash at bank of £76,347 and debtors of £1,734. The debtors figure had been reduced considerably from last years figure of £5,418 and was being further reduced by the various payment plans which had been entered into. Current Liabilities amounted to £29,091 including the development fund of £23,113. The fund originally stood at about £25k and was earmarked to provide grants to clubs to assist with marketing, publicity etc. It was little used and CB felt that it could be better used by say providing loans to clubs to assist with piste improvements etc. The total net assets amounted to £51,718.

5.4 Insurance

CB reported that following a query from a member club he had ascertained from the insurers that individual members would not be covered after 31 December unless and until they had renewed their membership. RK-R did not think that this was right as he had previously been informed that after 31 December members were simply designated as members who had not paid. DB pointed out that the contract of insurance was between PE and the insurers not between the individual member and the insurers. Once PE had paid the premium it must cover all members regardless of whether they had paid the renewal subscription. KB agreed that although members cannot obtain a current licence until the renewal subscription is paid they remained members of PE until their membership was terminated in accordance with the articles. Essentially if a member did not renew within 6 months of the renewal subscription becoming payable their membership was automatically terminated. CB agreed to speak to the insurers to obtain clarification.

Action
CB

5.5 Use of Reserves and Budgetary Planning

MH questioned whether the costs of the 2020 postponed international championships estimated at £15k could be treated in accounting terms as an accrual in the current year. CB did not believe that this was an acceptable accounting convention. The question of using reserves to finance the postponed championships in 2021 was discussed and was supported by some directors. Some frustration was expressed at the difficulties presented by the uncertainty surrounding membership levels for 2021 and whether the international championships would take place. DB thought it impractical to be asked to take important financial decisions on the basis of spreadsheets etc which had not been circulated in advance. It was agreed that a working party comprising CDS, MH, CB and DB would jointly put together a budget proposal for consideration by the Board at its next meeting in December. CS asked that the proposal should include supporting detail about the

international championships to be included. It was agreed that the budget would be finalised and circulated to the Board by 4th December.

Action
CDS;
MH;CB
& DB

6 Any Other Business

6.1 Uploading Policy Documents

DB reported that the revised safeguarding policy had been uploaded to the website. KB would make the agreed changes to the rules regarding the umpiring commission and submit the revised version for uploading to the website.

Action
CDS &
KB

6.2 Umpiring Budget

DB agreed to supply GS with a copy of the events calendar showing the event venues as GS needed this information to keep costs within budget. KB expressed surprise that event expenses should form part of the Umpiring budget which should be devoted to training and qualification. Umpiring expenses needed to be charged against the events if we were to pursue a policy of running events on a breakeven basis. GS will prepare a revised itemised budget as soon as he had a list of venues.

Action
GS

6.3 Appointment of Secretary

KB reminded members that he would like to step down as secretary in the coming months. CDS invited directors to suggest a suitable replacement. AR suggested that someone could be appointed to assist KB with matters such as minutes if this resulted in KB being able to continue with the statutory duties of company secretary.

Action
Board

7 Date of Next Meeting

It was agreed to hold the next meeting by way of video conference on Saturday 12th December 2020 at 10.00 a.m.

Action
Board