

# Pétanque England



## Minutes of the Meeting of the Board of Directors held on Saturday 12<sup>th</sup> December 2020 by videoconference

### Present:

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

### 1 Apologies for Absence

Bob Parker; Christine Spray; Ajay Keemer-Richards; Jim Marstin.

### 2 Minutes of the Previous Meeting

The previously circulated minutes of the meeting held on 21<sup>st</sup> November 2020 were approved as a true and correct record.

### 3 Matters Arising

#### 3.1 Insurance

CB reported he had received a quote from the insurers but it did not include cover outside the UK. He had asked them to requote to include cover for all the world (excluding USA and Canada). He was also asking them for a separate quotation for travel insurance to cover members travelling to overseas championships etc. He had responded to all the queries arising from the President's newsletter.

Action  
CB

#### 3.2 Lottery Licence

KB confirmed that the lottery licence had been applied for. He was awaiting a response from Gravesham Borough Council

Action  
KB

#### 3.3 Company Secretary

No expressions of interest had been received for filling the post of company secretary. KB suggested that the position should be advertised to members. AR pointed out that as KB was willing to continue with the statutory responsibilities we could advertise for an assistant secretary as this would appear less forbidding. KB suggested that there could be an overlap period where the new appointee could act initially as an assistant before taking over the full role. KB agreed to draw up a job description in the new year.

Action  
KB

#### 3.4 Board Actions

CDS indicated that during the next week he was going to prepare a schedule of Board actions agreed since March. Anyone needing

assistance to complete any action should contact other Board members.

Action  
CDS

## 4 Treasurer's Report

### 4.1 Current Financials

CB presented an updated forecast for 2020 showing a predicted surplus of £18,659 after making a provision of £8,696 relating to the costs of international championships and an umpiring examination session postponed to 2021.

*Attachment: Forecast for 2020*

### 4.2 2021 Budgets

CB presented a draft budget for 2021 showing an estimated surplus of 901. Some discussion took place as to whether the amounts of the subsidies given to non-international squad players in the men's ladies' and veterans should be shown as squad development costs as these were in effect prizes awarded to the secondary tranche of successful competitors in the ranking competitions. BW was unwilling to include these as a general expense of domestic events. It was accepted that these costs would fall as an expense of the ranking competitions and would therefore reduce the net amount available to support the international squads. CB's principal concern was whether membership levels will match the estimated total of 2090. BW suggested that savings could be made on the costs of storage. CDS was assessing what was being held in storage and would be researching alternatives.

Action  
CDS

DB was not confident that covid restrictions would be lifted in sufficient time to enable all of the international championships to take place. He suggested that we should be prepared for this eventuality by preparing an alternative budget to deploy unused international expenditure to support domestic competitions. MH queried whether there was room in the calendar for further domestic activity and pointed out that continuing restrictions may also adversely affect the domestic playing calendar.

It was agreed that the budget prepared by CB would be adopted as the proposed budget for 2021 and that CDS and CB would start to prepare a back up budget. All budget holders should begin to prepare contingency plans if international playing does not resume as anticipated.

Action  
CDS &  
CB

*Attachment: Draft Budget for 2021*

## 5. Development Fund

DB explained that the Development Fund had been created by utilising a provision for accrued office rent which in the event had not required to be paid. At the time of the fund's creation members had stipulated

that it should be earmarked for grass roots development. Under the current guidelines clubs can apply for small grants to assist with “soft” projects such as publicity materials etc. The fund has not been significantly used and currently stand at about £23k. DB suggested that a more productive use would be as a rolling loan fund to assist clubs with infrastructure projects such as the erection of canopies or lighting. KB suggested that the existing small club grant criteria should be amended to include the provision of loans. MH suggested that the criteria should include provision for both grants and loans with bullet points for each giving examples of the kind of projects envisaged. AR pointed out that loans are not normally made to unincorporated bodies such as pétanque clubs. CB recommended that guidelines should be drawn up setting out the standard loan conditions, including the need for matching funds. It was agreed that DB & CB would redraft the small club grant/loan criteria and terms. CB suggested that it should be launched at the AGM.

Action  
DB &  
CB

### ***Attachment: Development Fund Proposal - DB***

#### **6 Playing Rules & Programme 2021**

MH noted that it was only two weeks before members would be invited to renew their membership and he considered it important to give them a clear idea of what the envisaged playing programme would be for 2021 to persuade them to renew. In view of the deep uncertainty about next year TG suggested that we should prepare three alternative programmes. The first would be the full playing calendar as it is presently drawn up, the second would be based upon the possible cancellation of national / international events in the first half of the year and the third option would assume continuing tier 3 restrictions throughout the year. The third option might involve national events being sub-divided into regionally based events with possible “finals” taking place centrally later in the year or in 2022. DB supported the suggestion and recommended that as a first step regional committees should be contacted in order to seek their input into the 3<sup>rd</sup> option practicalities and calendar dates. It was agreed that the Events Group should prepare the 2 additional draft playing programmes with appropriate consultation with regions.

Action  
Events  
Group

#### **7. Action Plan 2021 – 2023**

CDS would like to issue the agreed action plans to members in order to encourage membership renewals. DB cautioned against releasing the action plans in their entirety as this could raise unrealistic expectations of what might be possible. TG suggested they should take the form of an overview. MH favoured encapsulating the action plans within a new years message from the President which looked forward positively to what could be done in the new year listing the main objectives as bullet points. CDS agreed to compile something along those lines by the end of the following week.

Action  
CDS

## 8. Any Other Business

### 8.1 Charitable Status Update

KB explained that he had started the online application to the Charity Commissioners some time ago, but it could not be completed until all the requisite documents could be submitted. He was happy to complete the exercise but would need a business plan to complete the documentation. MH offered to incorporate the action plan material in a business plan using the skeleton pro forma plan previously circulated. It was agreed that KB, CB and MH would comprise a sub-group to carry the project through.

Action  
KB,  
CB &  
MH

### 8.2 PE Value Proposition

DB introduced his paper relating to the tiered membership proposals which differed from those previously submitted in that the description of "Associate" Membership had been changed to "Recreational" membership. Additionally, new proposals had been included to provide for the introduction of "Recreational" Club status. The Benefits receivable by Recreational Members and Recreational Clubs had been set out in the proposal. DB was of the view that nothing more could be done until we had some feedback from Regions about the proposals. CB had been in contact with Regions in order to obtain information about the numbers involved in non PE leagues and their insurance arrangements. He agreed to circulate this information to Board Members

Action  
CB

MH was concerned that any widespread downgrading from full membership to recreational membership would significantly reduce PE's income unless a substantial number of new recreational members could be recruited.

DB suggested that tiered membership had been under discussion for years and we should not delay its consideration any further. It was important to put the proposal out to Regions for their consideration. DB agreed to issue his value proposition proposals to Regions within the following week.

Action  
DB

It was envisaged that following consultation with Regions a proposal would be formulated and submitted for consideration by the members at the AGM. The AGM is normally held in March but given the likely continuation of tiered restrictions until then KB thought that an April date would be better. If there were no restrictions on physical meetings he suggested that the AGM should be live streamed thereby giving members the opportunity to view the AGM contemporaneously. MH could see no reason why this could not be done. TG favoured holding a "virtual" AGM as this would be less expensive. KB agreed to organise a date for the AGM and let everyone know.

Action  
KB

***Attachment: Membership Value Propositions - DB***

### **8.3 Incentive Scheme Update**

CDS proposed that we give members a reward of £5 for each new member recruited. A “new” member would be someone who had not previously been a member of PE. DB pointed out that it was impracticable to rely on Loveadmin to disclose whether an individual had previously been a member because data was deleted once a member had left, We would simply have to take the word of the member introducing the new recruit. It was agreed that CDS would liaise with BW so that the proposal could be embodied in the Membership Recruitment Incentive scheme.

Action  
CDS &  
BW

### **8.4 U3A Recruitment**

CDS suggested that the Sport Development Group should approach the U3A to see if they would be interested in a bulk membership scheme. DB pointed out that the annual membership subscription for U3A was only £12 pa and they would be unlikely to subscribe a further £20 simply to take part in a sectional activity. There had been discussions previously with U3A which had not led anywhere. One of our PE members, Andrew Lloyd, was the national U3A organiser for pétanque. MH thought that the U3A would be more interested in recreational membership than full membership. It was agreed that the sport development group should contact the U3A to investigate the possibility of a form of affiliation. CDS would speak to RK-R about it.

Action  
CDS &  
RK-R

### **8.5 Petanque North West Proposal**

CDS had been in touch with the Northern and Heart of England Presidents and neither had any objection to the formation of Petanque North West. Northern Region had indicated that following the “demerger” they would prefer to be known as Yorkshire Region. It was understood that Petanque North-West would initially comprise John Street from HoE, Trafford and 2 new clubs, Manchester and Rochdale. AR queried what would happen if a club outside the new Yorkshire geographical boundary say in Humberside wanted to affiliate. DB pointed out that under existing practice clubs could affiliate to adjoining regional areas if it was more convenient for playing practices. It was agreed that PE should indicate that it was agreeable to the formation of Petanque North West and the redrawn boundary and name of the new Yorkshire Region. CDS would advise the parties accordingly. DB would action the necessary administrative changes to Loveadmin.

Action  
CDS

Action  
DB

### **8.7 Monthly Financials**

DB pointed out that he had not received the automated accounts since June. CB will investigate

Action  
CB

### **8.8 NYA Budget**

TG expressed her thanks for the work put in by CDS & MH in resolving issues with the YDA budget

### **8.9 NPP Meetings**

BW understood that decisions had been taken by the NPP without all of the NPP members being there. CDS was aware and was looking into it.

### **8.10 Future of the Sport**

BW suggested that PE should be looking at ways in which we can improve the spectator appeal of pétanque so that it can be promoted via TV in a similar way to Darts. AR supported the idea but did not consider it a suitable topic to be raised under AOB. He suggested that BW should commit his ideas to paper and submit them to the Board for further consideration. BW agreed to prepare a briefing paper for consideration at the next Board Meeting.

**Action  
BW**

## **9 Date of Next Meeting**

It was agreed to hold the next meeting by way of video conference on Saturday 23<sup>rd</sup> January 2021 at 10.00 a.m.

**Action  
Board**