

Pétanque England



Minutes of the Meeting of the Board of Directors held on Saturday 20th March 2021 by videoconference

Present:

Clive de Silva (CDS), Ken Buchan (KB), Martin Hughes (MH), Alan Roden (AR), Cary Bush (CB), Colin Roper (CR), Toni Gates (TG), Ray Keemer-Richards (RK-R), Christine Spray (CS); Gareth Sullivan (GS), Ajay Keemer-Richards (AK-R)

1 Apologies for Absence

Jim Marstin.

2 Minutes of the Previous Meeting

The previously circulated minutes of the meeting held on 20th February were approved as a true and correct record.

3 Matters Arising

3.1 Actions outstanding will be published to the board along with completion dates.

Action
CDS

3.2 Events group to seek another venue for the Inter-Regionals 2021 as there has been no replies from IOW Tours or Pontins. A site visit will be arranged to visit Melton Mowbray.

Action
BW

3.3 Contact with Sport England – CDS has been unable to get any kind of reply. CB to pass contact details of another Sport England contact to CDS

Action
CB

3.4 Annual report for AGM – Ongoing

Action
KB

3.5 Tiered Membership – This has now been stopped and will become part of the strategic plan.

3.6 TV streaming Costed Proposal – in progress

Action
BW

3.7 Streaming – MH has been approached re streaming opportunities. MH will update the board on this

Action
MH

3.8 Restructure – Board Operating Procedures have been sent to the board members by KB.

3.9 Combining restructuring documents – This is now part of the Strategic Plan as advised by CB and is now not needed.

3.10 AGM – KB has had no success in getting a venue and will continue to persevere. Hemel Hemstead, Reading and Milton Keynes was also mentioned as possible venues

Action
KB

3.11 Discussion about having a physical meeting or by zoom took place. The option of also live feeding was considered. This will be looked into further by KB

Action
KB

3.11 Rule Books – 10,000 rules books have been delivered and are currently with RK-R (4,000) and CDS (6,000)

3.12 Photography at PE events – Competition Rules will include reference to PE SAFEGUARDING PRACTICE AND PROCEDURE for photography at PE events and the need to have a signed acceptance of the document.

Action
BW

3.13 Any photographer who takes pictures at PE events must sign the PE SAFEGUARDING PRACTICE AND PROCEDURE. A-KR to ensure that this stated in the procedure.

Action
AK-R

3.14 Social Media is causing various issues and PE need to have someone trained in this field to take the lead for social media. TG has sent a link to the board regarding an online course, it was decided that all board members should watch this by the end of the week before we make the next step. After watching this any member who has any comments or a need to take things further should approach the board as a whole.

Action
All
Board
Members

3.15 Copyright on photos taken on private land should not be able to be copyrighted. This needs to be looked into and a solution brought to the board.

Action
MH

3.16 Disability officer – CDS reported that 3 people were getting involved - (Simon Fletcher, Simon Elmore and Mike Marshall). CDS to set up a zoom meeting to see how we can progress.

Action
CDS

3.17 Inter-Regionals 2021 – This is ongoing, the events team will update the board as soon as possible regarding the way forward

Action
BW

4 Appointment of Promoter & Certifying Members for Lotteries Licence

The board decided to appoint KB as Promoter and CDS and CB as certifying members.

5. Charitable Status Update & discussion on the way forward

KB has received comments regarding the Charity Status Application from various board members and has gone through the amendments suggested. KB will now submit the application.

Action
KB

MH asked about Gift Aid – KB says that a scheme needs to be approved by the Customs and Excise so that it can be operated by PE.

CB suggested that we would need to look at getting a new membership system which could handle gift aid.

Action
All board
Members

RK-R noted that loveadmin's membership system is being updated in April so it may be able to deal with this.

CDS asked CB to send a previous presentation which was done by CB in 2017 to the board members regarding charitable status

Action
CB

DBS Checks – CB suggested that PE should confirm if it is a requirement of Charitable Status for the board members to have a DBS check.

Action
KB

CB also suggested that PE should confirm if it is a requirement for all the club members who are on their committees need to have a DBS.

Action
KB

Both DBS action requests need to be confirmed in writing by the relevant authorities.

6 PE Governance

(a) Board Responsibilities

CB carried out a presentation regarding board responsibilities based on the requirements of Sport England this will be continued at future board meetings.

Topics included – Role of Directors, Responsibility of the board, size of the board, length of service as a director, terms of reference, purpose of the board, Governance, duty of care, monitoring other sports, conflicts of interest, record keeping, liability, responsibility of our members, clubs and regions, damage on social media, transparency, risk management.

A discussion followed regarding the pros and cons of going down the Sport England route of governance.

(b) Rule Amendment Proposal for creation of an executive committee

KB suggest we need to get the purpose and the direction of PE sorted now so PE can split the Board and the executive committee duties.

A vote was taken to approve the introduction of an executive committee. The board voted 9 in favour and 2 abstained. Therefore, the vote was carried.

CB suggested PE have a board meeting one month and then an executive committee meeting the next.

Action
Board to
create
EC

(c) Proposed Articles Amendment – Board Structure

CB proposed that PE should look through all the articles relating to directors and make any necessary amendments rather than cherry picking certain ones. It was agreed that KB would go through all the articles and review. Directors with any comments will contact KB directly within the next 2 weeks.

Action
KB

7. PE Strategy

CB made a presentation on the future strategy of PE and the current financial situation of PE. *(These presentations have been sent to the board members separately post meeting).*

The presentation included the major needs a) Mission and Vision definition b) more data collection c) identifying project management software d) having a steering committee e) having a route map.

CB said that a skills and swot analysis will be sent to the board members for completion. *(Post meeting note – this has been done)*

CB also showed a proposed organisation structure involving a steering committee, governance, grassroots and player development.

Work on the strategy plan has already started and is ongoing. Dates have also been put against the actions involved.

A message will be sent to the membership by CDS regarding the new strategy and the fact PE have used the membership survey results to produce the strategic plan. *(Post meeting note – this has been done)*

A vote was taken by the board to approve the Steering Group so that they can start work. The board voted 10 in favour and 1 abstained. Therefore, the vote was carried.

(a) Agreement of Vision

It was agreed that the Steering Group would suggest some options to the board regarding a Vision statement

(b) Agreement of Mission

It was agreed that the Steering Group would suggest some options to the board regarding the Mission statement

A vote was also taken by the board to approve “A Sport for All” to be the PE Logo Tag Line . The board voted 10 in favour and 1 against. Therefore, the vote was carried.

8. PE Accounts and 2021 funding

These were covered in the above presentation.
CB will send a new budget form to the budget holders and they were asked to review their budgets and return to CB and CDS so a 3+9 forecast can be carried out.

**Action
CB & All
Budget
Holders**

9.

Date of Next Meeting

It was agreed to hold the next meeting by way of video conference on Saturday 8th May 2021 at 10.00 a.m.