

# Pétanque England



## Minutes of the Meeting of the Board of Directors held on Saturday 6<sup>th</sup> November 2021 by video conference & at Holiday Inn High Wycombe

### Present:

Paul Reeve (PR), Colin Roper (CR), Ken Buchan (KB), Cary Bush (CB), Ray Keemer-Richards (RK-R), Ajay Keemer-Richards (AK-R), Matt Blyton (MB), Tom Wilson (TW), Stone Williams (SW), Di Cunningham (DC), Toni Gates (TG)

### 1 Apologies for Absence

None

### 2 Minutes of the Previous Meeting

The previously circulated minutes of the meeting held on 29<sup>th</sup> September were approved as a true and correct record.

### 3 Matters Arising - None

4 **Intro** PR expressed thanks to CR & CB & board for hard work in interim period between presidents. Priorities as a company are to Companies House, then Sport England as a NGB, then petanque as a sport. Operating legally is our priority. We should operate with One Goal - to be determined. One Team – with the need to work together despite any differences. There should be no cliques. Loyalty within the board team is vital. One Voice - We must speak with one voice at all times. No off the record briefings. Whatever individual opinions we must present a single voice outside of Board

MB We must think of how our actions and words are perceived by membership. Problems arise when people try to protect their own interests or do not understand their role.

5 **Board Introductions.** PR invited all directors to explain what they brought to the board. It was explained that to aid mutual understanding and teamwork the Board would be profiled using Team Management Profile a psychometric instrument helping to identify work preferences.

Action PR

6 **Board Meeting Code of Conduct** - Previously circulated COC on conduct of Board Meeting were discussed. DC suggested adding re that in zoom meetings all members cameras must be on. COC and amendment approved unanimously.

- 7 Financial Report CB-** Club registration fees – down with less clubs re-joining. Membership fees up (due to increased number of members renewing who had not renewed in 2020 due to the pandemic). Domestic Competition expenses are higher due to a full playing season which did not happen in 2020, higher entry fees and additional competitions. Insurance costs are also down. Income over expenditure stands at £36k which has largely been driven by the absence of international competitions through the year. MH wanted to know where the Melton Mowbray expenses were accounted for and CB explained that these were allocated across the natural line category and the net expense for the year was around £6.9k although he was still trying to sort out revenues due from vendors which had still not been received. CB Maintains money in Paypal to protect it, moves to Metro as required. £69,286 in bank. The current cash held totals £103k with £69k in the main bank account and the balance held in PayPal to ensure we do not exceed the £85k individual bank guarantees. MH requested reports by email which will be set up to provide all directors with the financials on the 15<sup>th</sup> of each month. Action CB
- 8 Update on Articles, Governance Documents & need for Service Level Agreements SLA's** PR explained that Bob Rumble will be redrafting Articles of Association. Our Governance Documents do not comply fully with the requirements of the Equality Act 2010. External specialist Annette Nelson will redraft these to comply with this Act and provide a 3hr training session for our board. PR explained that our Articles describe us as a charity which is inaccurate. RKR questioned whether we need to be a charity and PR explained that our priority was to ensure that we operated effectively as a company before attempting to obtain charitable status. KB stated that our charitable application is paused. We need to prove health benefits from petanque to move forward. KB said there will be no trouble getting charitable status and did not think action would be taken for non-compliance. PR asked KB if our Articles were fit for purpose. Agreed unanimously that articles must be re-drafted and charitable status removed to be considered later. PR & CB explained the need for SLA's to be developed dealing with responsibilities between PE, Regions & members. These will be drafted and discussed during Board road-trip. Panel agreed to draft SLA's. DC, CB, PR Action  
PR/CB  
DC
- 9 Update on Restructuring & Sport England** CB Explained that there is too much reliance on membership fees and need groups to work on various areas of generating income. PR requested that income generation become a priority for all events and that all events should be minimum break-even. To be discussed at next meeting. Restructuring paused due to tribunal review. Now have a contact in Sport England who will sit in on our meetings and guide us. If successful with SE funding we need to employ people not rely on volunteers. MH - behind getting any funding but think we should also work on basis we will not get SE funding. Action PR

- 10 **Research & consultation including survey** this will be resurrected and survey design and road-trip planned for 2022. Action PR/CB
- 11 **Update on Social Media** DC explained that behaviour had improved since AGM and following measures taken re moderation. Need to model good behaviour and share best practice. Need to share rule changes with members and suggested cartoon strip approach. Need to encourage complaints and assist regions with better handling. Delete Events Group pages on Facebook. AJK-R stressed need to review process for making complaints PR to act. DC to report breaches of members COC on social media. MB suggested 2022 become Year of Respect. DC/PR to consider Action DC
- 12 **Aspirations** PR asked all to email with aspirations for achievements to have been made in next 5yrs. Also to predict what members will identify as the top 5 issues we should be acting upon as a board. Action all
- 13 **Tiered Membership** further investigation and recommendations to be made by CB including consideration of student and family membership. Suggested by KB that precept be replaced by application for grant by regions. Action CB
- 14 **Website** board recognised work by Paul Leverett to improve our site. PR proposed that we engage professional support to develop our site further. Quotes to be obtained. All board to obtain PE email addresses for publication on website Action PR All
- 15 **Inter-Regionals** PR proposed that all events should unless be run at break-even absolute minimum agreed unanimously unless board approves otherwise. PR outlined proposed venue and plans for 2022 and 3yr contract. These were agreed unanimously. Contract to be reviewed by board and solicitors and added to these minutes later. Action All
- 16 **Events Group** agreed that Events Group be smaller and have better communication with board and improved management and planning. Invite others into meetings where required including umpire and work with approved competition formats. Action PR
- 17 **NPP/ISP** CR outlined proposal to replace NPP with ISP. Agreed that proposals would be developed and presented at next meeting Action CR
- 18 **Complaints & disciplinaries** KB reported that there were 22 complaints received in 2021 compared to 4 in 2020. PR proposed that the role of Co Sec and Disciplinary Officer be separated. Agreed unanimously as was the need to review all processes to improve speed of response. Also agreed was the need to have an external body advise/support us on complaints e.g. as legal practice or Sport Resolutions. Meeting closed at 17.40 Action PR



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