

Board Meeting – September 10th 2022 start 10.00 a.m.

Present - Board: Colin Roper (CR), Martin Hughes (MH), Tom Wilson (TW), Cary Bush (CB), Ray Keemer-Richards (RKR), Ayjay Keemer-Richards (AKR)

- Invited Guests: Kevin Moss (KM), John Edmondson (JE), Sheila King (SK)

Colin welcomed everyone to the meeting and requested that we all stood for one minute in reflection with the recent death of her majesty Queen Elizabeth 2nd.

Colin acknowledged that it had been a difficult period over the past 12 months in that meeting had all been held using Zoom and he welcomed the chance of the full board being able to gather in London for the Meeting.

1. Financials: (CB) commenced with the up to date financials for the organisation going through the P&L and the Balance Sheet using QuickBooks. Her also presented the results using SyftAnalytics which will allow board members access to reviewing the financials as a consolidated set of accounts as well as drilling down by individual divisions (Cost centres) The system also allow multiple comparisons across months, quarters and years.

The board were also shown how they can understand how the numbers are derived as well as having the ability to pull up documentation supporting the numbers.

The financials for 2022/23 have a number of additional lines which will provide better information allowing the board to recommend and actions moving forward. These particularly include

- a. Costs of putting on competitions versus revenues received by each.
 - b. The cost of cash prizes per competition. CB mentioned that for the National Titles weekend there had been payments made to at least 95 individuals and these had been as low as £5. It was recommended that during the budget process in November the structure of the competitions as well as the amount of money made available for winners needs to be re evaluated as it is felt that too much is being paid out. It was suggested that many of the people participating in the competitions do so for the experience.
 - c. Both the organisers and umpires costs, while being recorded in their own cost centres are now being charged back to the individual competition.
 - d. The costs for the National Titles in Ferndown was questioned and it was noted that this was a new site and equipment had to be purchased to support the running of the competition. It was suggested, and this needs to be considered in more detail, that we should identify 3-5 sites around the country to hold the national competitions and these should be supplied with the necessary equipment to run the competitions which will reduce the costs associated with moving wood etc. from site to site. It was also noted that the demographics for these competition vary by location and with the cost of living, accommodation, and fuel costs discourage people form attending all these competitions. For example the competitions in the midlands attract a lot more people form that are and far fewer from the south.
 - e. It was mooted that the Melton Mowbray site was a) too expensive and b) not particularly welcoming and an alternative site needs to be considered. John Street at Stoke on Trent was suggested as a possible site.
 - f. MH questioned whether we have the International representation in 2022 was the norm. It was highlighted that we did not have a girls Espoir's team nor a boys junior team, additionally it was highly unlikely that we would be attending the men's world. The point was made that the number of competitions had increased with the gender split.
 - g. Pricing for competitions. It was discussed that we need to re evaluate the contributions received from players representing PE at international level and that we do not have a particularly good record at raising external funding. It was agreed that we need to revisit the pricing and players contributions.
2. Governance and Documentation. (TW). Are we a charity or not, the answer is not. TW stated that his initial review of the documents suggests that there is a lot of work to get the documents synced and rewritten to avoid any conflict. The articles of association exhibit many examples of conflict and confusion and don't agree within themselves. He is pulling together many of the documents which have superseded each other and working on simplifying them and ensuring they tie in other documentation. TW has also been working on writing the job descriptions to identify the vision and essential qualities required of a Director. These will focus on Leadership skills, Inter Personal skills, ability to resolve conflict and outstanding communication skills. It is important to ensure prospective directors tick the necessary boxes before being considered as a candidate. It was agreed that that the JD's need to be in place prior to

the AGM. It was also agreed that the roles and responsibilities of a director as defined on Companies House be made available to potential candidates. Candidates will also be expected to provide copies of their CV's to support their applications.

Some of the resignations in the previous 18 months are due to people not being fully aware of their roles and responsibilities. It was also agreed that an induction program will also be available to all newly appointed directors.

TW will work on re writing the Articles which he will present to the board for their comments.

It was agreed that Job Descriptions will be a priority including the President, Secretary and Membership secretary. A generic job description will be for all other positions.

Complaints and Disciplinary Procedures – KM will work on updating these taking in to recommendations made by the appeals committee.

TW was thanked for the work he has done so far.

3. Inter Regionals (JE. Currently there are 6 junior teams and JE would like to see this expanded in the future.

Isle of Wight Tours have confirmed that there will be in excess of 780 persons booked for the weekend.

There will also be 16 officials which includes a Control Room Umpires and Organisers.

AKR RKR have both agreed to run the raffle and the net proceeds will be ringfenced to support the juniors.

Last years raffle had been allocated to the events group. RKR confirmed that caard machines will be readily available to take the contributions as well as cash.

Spectators will be charged £5 which will include parking, they will be allocated separate wrist bands and will need to be off the site by 9-9.30 p.m.

In recognition of the period of mourning there will be a 2 minute period of silence at the commencement of Saturday morning. Team Managers have been advised to notify all the teams so that everyone will be on time and no one "practicing" during the session.

The shooting competition will be on Friday evening – preliminary knockout with the finals on Saturday night. Juniors will also be included in the competition.

The presentation on Sunday evening will be a combination of Colin and John. The majority of the Titles shirts have been ordered

Streaming will be confined to the shooting competition. Taking of photographs will be allowed but announcements will be made before play commences stating conditions

It was questioned as to whether Adrian Thomas would continue as an organiser as he had raised the question of retiring. JE advised that he is happy to continue with the IRs but JE will also be working along side him this year to ensure we have a back up.

Pen y Coed are sponsoring the juniors and DC Petanque will be providing vouchers. Both will have stalls at the site.

IoW Tours have arranged First Aid Facilities

The situation regarding DBS's certification has been raised and has already been discussed owth IoW tours and particularly in relation to Pontins Staff.

It was raised that it was a licenced site and no one under the age of 18 should be drinking on site whether or not the alcoholic drink was supplied by Pakefield.

Combined squad. There has been a mix up as the combined squad will be made up of the top 2 sides from the previous tournament. It had not been clear whether this was based on the championship or the challenge, It has now been clarified that it depends on which competition the combined squad will be playing in. It was agreed that as an error had been made and teams that had been invited were not eligible, any costs incurred would be reimbursed.

4. Safeguarding, SK gave an update on safeguarding which due to increased legislation focuses on the safeguarding of juniors and vulnerable adults. (copy of presentation attached). SK emphasised the necessity of having a consistent approach throughout PE and had circulated a flow chart to the presidents of 17 regions. 7 of the emails had bounced and of the remaining 10 she had only received responses from 3 Regions. It was agreed that SK would be provided with an up to date list of all regional presidents.

SK advised that she has requested a copy of the International Policy and Safeguarding from the CEP president. This has not yet been received and she will follow up.

The subject of streaming and photography was raised. Streaming will be allowed if mentioned at the beginning of the competition however parental consent must be obtained in writing for juniors. When taking photographs one must be aware of the background of the pictures. Members must be provided with the option to decline having their photos taken. Team managers for the Inter Regionals will be advised in advance of the protocols and should relay the instructions to their teams.

SK advised that training is available county wide through the NSPCC for both basic and advanced training and regional safeguarding officers should be encouraged to attend these courses. (Should these be funded centrally?).

SK was thanked for the work she has undertaken so far.

5. Sports 80. Presentation by Paul Leverett.

Paul gave an update on the Sport 80 project (copy of the presentation attached). The main points:

- a) The project has been ongoing since Nov 2021 with a planned implementation date of Oct 30th although this may slip due to a number of technical issues identified
- b) Sport 80 chosen as they deal with a significant number of NGB's where LoveAdmin tend to deal with small clubs. The system is a lot more robust and GDPR compliant
- c) 14 meetings with SE and has included requirements defined, tested, reviewed and refined. Users around the country have been added to help test the system.
- d) Next step is to migrate data from LoveAdmin, and start to direct users to Sport 80 site, Add web widgets which will include club finder, umpires and Clubs.
- e) Train regional administrators via Zoom.
- f) After migration clubs will be able to register direct on line, pay fees on line through Stripe, Paypal and DD's will cease, new clubs will be able to register on line as well as existing clubs renewing on line.
- g) Next steps, configure events management on line and e-newsletter. Will require an e-newsletter Editor.

A number of questions were raised including the cost to the organisation which is estimated at around £3k more than the current system but a significant amount of the current administration work with Love Admin will be eliminated as well as significantly improved information capabilities being added.

6. Resolutions KM advised that the existing disciplinary procedures require that members must cooperate with all enquiries. He will be providing a copy of this policy to one of the complainants currently under investigation. There are currently no repercussions in the disciplinary procedures for failure to comply. TW had been tasked by Paul Reeve (former president) to complete a set of Service Level Agreements (SLA's) between the National Governing Body (NGB) which envisages that the regions will take on responsibility for resolving complaints themselves.

KM advised that there are currently 3 ongoing complaints, the status of which was discussed on a confidential basis by the board.

MH raised the issue of when we can expect the Tribunal to complete and publish their review and CR advised that he had received an update which he had circulated to the board which has been summarised as follows

+The Review Tribunal Panel was commissioned over a year ago and it has earnestly, over many months, inspected many hundreds of documents provided by Pétanque England board members, spanning two presidencies and a caretaker presidency (twice), recordings of PE Board Meetings as well as having undertaken a number of interviews with PE members.

The bulk of the Panel's work was completed a considerable time ago and it had anticipated being able to report to the current Board. However, that has presently become an impossibility because of three factors: firstly because of some Board resignations and unavailability or refusal to co-operate with its enquiries; secondly, because some other PE members came forward and requested they be interviewed / made a statement (something the Panel was quite happy to accommodate but it did extend time; thirdly because, earlier this year a PE member made a disciplinary complaint against the Review Panel chairman.

That complaint was investigated by PE and dismissed. It had, however, led to an inevitable time delay, especially as the Panel chairman advised the other panel members that its work should cease pending the outcome of PE's Disciplinary Process and decision. It was felt that to do otherwise could possibly have given rise to an accusation of bias.

Subsequent to that episode, another Panel member has reported that he and/ or his Region has become engaged in a disciplinary matter(s) with PE and that such matters remain ongoing and unresolved as at today's date. He takes the same view as expressed in the forgoing paragraph, i.e. that Review Panel work must cease until complete resolution is made and communicated.

As frustrating as it has become, the Panel is confident that, subject to resolution of all outstanding issues with the PE Board, it can proceed to a conclusion+.

7. Any Other Business

- a. The application by the Suffolk Coastal League to become a Region along with another potential region was discussed. Given the status of the NW Petanque league whose membership had actually shrunk since becoming a region it was clear to the board that clear parameters need to be set to provide the guidelines as to who and how a region may be formed. It was proposed that with the implementation of Sport 80 we would be introducing a level of social membership available to new members and that as a test the Suffolk Coastal league would be able to prove that the proposed levels of membership would materialise. Any formation of the league would need to be in agreement with the existing Anglia and Eastern regions.
- b. Member Communication. MH believe that we should be using software such as Mail Chimp to improve our communication with Members. Paul leverett confirmed in his presentation that the new software uses software similar to Mail Chimp.
- c. Advice will be sought to determine whether or not the 15 months between AGM's is from the time the AGM commenced or the time it concluded. For clarification the previous AGM commenced in August and was deferred until September to reach a conclusion. Subsequently it has been confirmed that the AGM is concluded when the final resolution is passed which would be September.