

Pétanque England Board Meeting

Saturday February 11th 2023 at Connaught Rooms Holborn

Present CR CB TSW MH RKR JE KM

Apologies: AJKR

Also in attendance: PLW minute taker

Approval of Minutes of Board Meeting held on 10 Dec 2022

TSW asked about amendments MH emailed to members but MH no memory of this and no comment.

TSW proposed minutes be approved CR seconded

Minutes approved

Matters arising

MH raised the issue of the eligibility of players who do not have British nationality. Presently in major competitions UK nationals can't play with non-British passport holders as they are playing for rankings. Many sports have qualification by residency.

TSW suggested MH or someone should ask for clarification from CEP which was agreed.

Consideration should be given to timing of events and venue to help with travel and a congested calendar.

International representation

France and Benin are planned as hosts for later on this year, but MH believes it unlikely Benin will go ahead due to present political climate and lack of facilities.

MH informed the board that Jonathan Sewell is not able to continue in the role of men's national coach. The board discussed options for a way forward and the necessity to widen the field so that decisions were more equitable, and appointments were transparent. CR read out requirements for the role already in place and TSW asked that this refers back to job description already agreed.

MH to write a person specification for the role for the end of February with a view to advertising and interviewing for the role.

MH agreed to start the recruitment process.

The board expressed its thanks to JS for all his work.

KM was concerned that no Terms of Reference exist for those investigating disciplinary issues or complaints. Terms of Reference will guide people back to KM as Officer for discipline or complaints.

There is a need to revise and clarify item 6, **Disciplinary Complaints and Grievances**

MH asked the board to check and approve what's going out.

TSW reminded the board that the previous president had asked for a revamp of the disciplinary policy but applied the rules in place at the time. New documentation now supersedes the previous versions, but new policies cannot be applied retrospectively.

Other matters arising included in agenda

Announcement

TSW was asked to leave the room.
CR proposed that TSW takes on the role of VP.

CB clarified that the VP would take over if the President stepped down or was incapacitated.
There were no other questions or comments.
Item was approved.
TSW returned to meeting.

Directors' roles and conflicts of interest

CR asked board members to be clear about and to declare any conflict of interest they may have in making decisions about the company.

The board agreed for the need to retain the principles of mutual respect and the need to show a united front, one goal, one voice. This also needs to apply co-opted officers, members supporting the board demonstrating the same shared ideals.

TSW asked that this should include a clear audit trail for money raised on behalf of members or the board which are outside of PE remit.
KM to check what's going out and report back to the board.

MH asked if there is a need for a compliance officer.

Resolution:

It was agreed that there is a need to define areas of enquiry: point of contact, name, responsibility etc. MH suggested that the executive address this. Agreed by all.
A conversation needs to be had with P Leverett to determine if this should go on the website.

The question was asked about the role of David Baxter. Board members wanted to seek clarification about whether or not DB was the most appropriate person to go to?
TSW suggested there is a need to get everyone together to establish this principle.

MH left the meeting at 11.40.

CB suggested the need for proof-reader - TSW to enquire about suitable person and costs to bring back to board for discussion.

RKR asked about P. Leverett role and the scope of his authority within PE. The board clarified his role was supportive and under the control of the board.

RKR raised doubts about sport 80 licence, when some members don't have mobiles. KM confirmed that licences could be downloaded and printed as pdf files or held on smartphones.

CR referred back to the issue of conflict of interest. If we don't speak with one voice, it will appear there are divisions within the board where they shouldn't exist.

TSW brought up the issue of different versions of documents and correspondence being in circulation and the need to clear out old paperwork and ensure the most current are being used.

CB mentioned financial conflicts of interest and went on to explain that he had been paying for financial packages to support PE out of his own pocket.
He added that board members need to look at expenses incurred for PE work.

Financials

CB presented spreadsheets and statement of accounts. The board will have full access to these accounts.

For information:

Prize monies are being paid individually so funds go straight to relevant people and are not shown in budgets.

Numbers forecast for 2023 are 2300 members, 151 clubs for 2023.
Increase in expenditure for 2023 of £12000 includes costs for Sport 80, additional costs for international travel and increase in insurance cover, particularly with the possibility of tiered membership.

There is a likelihood that PE would need to pay Corporation tax, possibly backdated to its incorporation as the organisation had been registered as a charity which it is not.
CB added there is a need to seek legal and financial advice on this matter.

There is also a need to reconsider our structure as we are currently a membership body,
How we go forward as a membership club
How we affiliate ourselves to Sport England as the National Governing Body.

There are other groups who have expressed an interest in affiliating to PE who would bring a lot of members. These include the Naturist Association and U3A

Sport England can advise, and it will be in our best interest to be seen to be taking professional advice.

There is a need to review fund for development and how we use this in future.

The Treasurer explained that he has been using two financial packages to support the work of PE. He has been paying for these himself and is now asking the board to cover the costs.

These packages are Quick Books and SYFT which cost of £30 per month.
TSW proposed CB be reimbursed and the costs backdated to April 2022. JE seconded.
Item Agreed
Clarified that membership of PE runs from April 1st to March 31

There was discussion about the need to consult exterior bodies such as Sport England about the structure of the company, its financials, and articles of the company.
CB proposed, CR seconded.
Item approved. Funds to be allocated.

TSW thanked CB for his work.

Articles of association and governance documents

TSW explained that work on Governance would take some time as there was no coherence between documents, there was a need to check for conflicts, work was ongoing but would take a long time. Many documents are out of date, some from 2014.

Documentation needs to be professionally structured. There needs to be a correlation between the documents, rules, and articles. This includes the Discipline Policy that KM is working on.

In terms of changing documentation, the rules state that the board can change rules if the decision supports the company, no need for AGM as the board has elected powers.

Necessity for a disclaimer on all PE emails to be clear the post is a PE post and not someone's personal opinion.

Proposed TSW, seconded CR.

Item was agreed.

CR raised the issue of 'blind copying' on emails. It was agreed that PE needs to be open and declare all recipients.

Need to resolve the issue of PE email responses which presently are being returned from personal email boxes. Use webmail to set up.

KM raised the issue of the role of the admin assistant, and this was discussed in terms of his remit. This is a co-opted support role and as such not a board member. The work is under the control of the board and restricted by GDPR legislation. The role is under the PE remit, accountable to the board and all correspondence should be approved by the board before distribution. The need for an outside security officer was discussed. It was also suggested that all emails could be managed through Sport 80.

TSW showed a map of Dorset showing all Pétanque clubs of which there are many but only two members were register to PE. The questions rose as to whether PE truly represents Pétanque in England.

There needs to be a strategy for bringing these non-PE clubs onboard which could be through tiered membership. Information on the website could be more positive.

Issues to be resolved:

CR asked about requirements for establishing a new club such as the number of members, constitution, which covers what happens to monies if the club folds.

Is there conflict between the present documents and what DB is presenting on behalf of the board. Does this need to be reconciled?

RKR feels the application form is off putting and needs to be looked at. KM pointed out that clubs need to be accountable if taking members' money and PE document is necessary to protect the clubs. PE needs to be inclusive and flexible over membership. There needs to be clarity of PE membership e.g., an individual can be a PE member without affiliation to any club.

We need to find ways to encourage clubs from outside of PE to join.

What incentives are offered to clubs to take up PE membership?

We should promote the tag line 'The fastest growing sport in the UK'.

TSW proposed changes to the PE website to include a 'Help Us' and 'Sponsorship' within the menu bar for different levels of sponsorship.

There is a need to present a more positive image with more welcoming information.

Approved for TSW to address.

Need to clarify what PE gets from existing sponsors and look for other possibilities. TSW suggested that we need to be more creative about the sort of sponsorship that is being asked for and offer a range of sponsorship options.

TSW liaise with PL to address.

CB suggested there is a need to define regional borders and who decides this.

TSW said that if the regions are PE compliant the board can decide.

As a national federation PE need jurisdiction over regions which are presently autonomous.

The board can make recommendations to the regions, but it will be difficult to enforce. A

possible solution is to put the issue out to regional presidents to come up with a solution.

Multi-tiered membership

At the AGM in 2022 this was a proposal brought to the board, but all agreed there had been insufficient time to discuss it fully.

CR set up a working party of 6 regional presidents led by Steve Lombard, (Southern).

CR wrote to regional presidents to widen working party to all regional presidents. Zoom meeting.

As of Jan 26, progress was ongoing, awaiting responses from members.

On Feb 28 a planned meeting of the working party will review progress and hopefully report back to the board.

The board discussed the possibility of 3 levels of membership, notionally gold, silver and bronze.

Need for costing of levels of membership which CB is presently investigating.

Timeline to be established once the working party has reported back.

National Junior regional centres and development

CR, 19 Jan, there was a zoom meeting representing a number of regions at which a discussion took place about setting up a number of junior regional centres as opposed to one as had been done in the past.

Other issues discussed were:

- Junior Facebook which has been taken on by Chris Chubb and Mark Bell

- Junior award scheme to be reviewed by Kath Knight, Chris Garrett, Brian Stone and Phil Border.

- Future events to be organised by regions.

- Possible venues to link in with the SSE weekend to be looked at by Brian Stone and Michelle Rowe

- Standard kit to be costed by BS.

- Additional data and information for sharing a zoom meeting to be looked into by MB.

- Further meeting planned in about 6 weeks for an update on competitions.

- No decision has yet been made regarding junior lead if going to Thailand and possible sponsorships being looked at.

Phil Border presently acting as Junior Coaching Co-ordinator Link for the various groups, not the lead as this is still to be decided.

TSW proposed that in relation to junior centres all monies go through CB and finances for each centre be controlled by CB, seconded by CB.

Item agreed.

The board discussed the need for a Youth Development Officer. Decision deferred

It was agreed that promoting juniors should be a priority

Suffolk Coast Region

Suffolk Coastal has requested that they become a new region. This was deferred until 2024.

KM suggested that the rules be amended to say that any request should be made by a certain date and decisions decided later. There is a need to create a timeline and define what constitutes a region, criteria to include sustainability.

Central Pétanque Association

JE requested that Central Pétanque Association be established and put forward his case.

A precedent has been set with other clubs breaking away and some feeder clubs are onboard to join the new region. There is a constitution, president, other officers and bank account already in place. JE left the room for the board to discuss.

TSW concerns that regions are dependent on personnel and that smaller regions could fall away. It was felt that due to issues within the existing region that could not be resolved this would be approved with certain criteria.

The board offered provisional for one year (starting April23) and after which the region would be reviewed. They would need to show that they had at a minimum retained the same number of clubs (2) and licenced members (24).

CR to inform PL to put this on Sport 80

CB proposed, RKR seconded.

Item agreed.

JE returned to the meeting and was informed.

CR to inform relevant parties.

Kernow

Peter English has informed the board that they no longer have a President and no potential candidates to fill any of the executive positions. They are asking for advice from PE about what to do. They are asking if Tregorny, a strong, growing club can stand alone. The board discussed the issue and offered provisional approval for one year (starting April23) and after which the region would be reviewed. TSW to liaise.

Events

Home Nations was planned for Whitnash - need to arrange a face-to-face meeting with JE, CR and Carol Woodward

Pakefield - meeting planned for March 8th with JE, CR, CB and IOW Tours

Ferndown is confirmed and plans ongoing.

Veterans to be decided.

Safeguarding

There is a need for a review of PE Safeguarding policy including photography of under 18s.

This needs to be given to PL and added to Sport 80.

There is a need for PE to monitor what goes out and any correspondence should be sent to KM to approve the text, compliance and make suggestions and respond.

A suggestion was made that there should be an adult consent section on membership renewal forms and/or competition entry forms. KM to address

Royal Patronage

TSW – The Kings Pageant Master is requesting applications for royal patronage, and this could raise the profile of PE. Agreed that TSW investigate and apply.

AOB

CB presented a comparison of quotes for possible venues for PE board meetings. Today's venue was the best value and provided all the facilities required.

TSW brought up Facebook issues and the need to monitor input and control what goes out under the PE name. Proposal was made that we look for small company or individual to manage social media and address all platforms. TSW proposed, CR seconded.

Item agreed.

TSW to address.

PART B (Confidential)

Part B of the minutes are those held to be confidential and not for publication.

THE MEETING CLOSED AT 17.15